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DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

AMC REGULATION
NO. 10-2

12 June 1989

Organization and Functions

HEADQUARTERS, AMC, ORGANIZATION, MISSION, AND FUNCTIONS

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Paragraph Page

CHAPTER 1 GENERAL. 1-1
Purpose. 1-1 1-1
Mission. 1-2 1-1
Scope. 1-3 1-1
Changes. 1-4 1-1
Designation of elements. 1-5 1-3
Structural organization. 1-6 1-3
Headquarters, Army Materiel Command (CHART). . . . .

CHAPTER 2 COMMANDING GENERAL (CHART) 2-1
Commanding General 2-1 2-1
Commanding General responsibiiities 2-2 2-2

CHAPTER 3 DEPUTY COMMANDING GENERAL FOR RESEARCH, DEVELOPMENT AND ACQUISITION (CHART). 3-1
Deputy Commanding General for Research, Development and Acquisition. 3-1 3-1
DCGRDA Executive Office. 3-2 3-3
Acquisition Information Management (AIM) Office. . . 3-3 3-4

CHAPTER 4 DEPUTY COMMANDING GENERAL FOR MATERIEL READINESS (CHART). 4-1
Deputy Commanding General for Materiel Readiness . . 4-1 4-1
Office of Materiel Readiness 4-2 4-2

CHAPTER 5 CHIEF OF STAFF (CHART) 5-1
Chief of Staff 5-1 5-1
Chief of Staff responsibilities 5-2 5-1

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Paragraph Page

CHAPTER 6 SPECIAL STAFF (CHART). 6-1
Secretary of the General Staff 6-1 6-1
Staff Action Control Branch. 6-2 6-1
Programs and Administrative Office 6-3 6-2
Protocol Office. 6-4 6-2
Command Sergeant Major 6-5 6-2
Special Assistant for Joint Activities 6-6 6-3
Special Assistant for Congressional Affairs. 6-7 6-3
Office, Chief of Public Affairs. 6-8 6-4
Historical Office. 6-9 6-6
Office of Small and Disadvantaged Business Utilization. 6-10 6-7
Safety Office. 6-11 6-9
Office of Equal Opportunity. 6-12 6-14
Equal Opportunity Branch 6-13 6-14
Equal Employment Opportunity Branch. 6-14 6-15
Office of the Inspector General. 6-15 6-15
Office of the Surgeon. 6-16 6-16
Office of the Chaplain 6-17 6-17
Office of the Command Counsel. 6-18 6-19
Plans and Operations Office. 6-19 6-20
Personnel Law/Litigation Division. 6-20 6-21
Military Law/Legal Services Division 6-21 6-24
Procurement Law Division 6-22 6-27
Acquisition Law Branch 6-23 6-27
Protest Branch 6-24 6-29
Fiscal/International Branch. 6-25 6-29
Intellectual Property (IP) Law Division. 6-26 6-30
Reserve Components (RC) advisors 6-27 6-32
Special Projects Office - Armored Family of Vehicles Integration Group 6-28 6-33

CHAPTER 7 OFFICE OF THE DEPUTY CHIEF OF STAFF FOR DEVELOPMENT, ENGINEERING, AND ACQUISITION (CHART). 7-1
The Deputy Chief of Staff for Development, Engineering, and Acquisition. 7-1 7-1
Army RD&A Bulletin Editorial Office. 7-2 7-3
Operations and Plans Division. 7-3 7-3
Assistant Deputy Chief of Staff for Development, Engineering,and Acquisition for Special Operations Forces 7-4 7-4
Hardware divisions 7-5 7-5
Aviation Division. 7-6 7-9
Command, Control, Communications, and Intelligence (C3I) Division. 7-7 7-10

		Paragraph	Page
	Missiles Division	7-8	7-11
	Weapons and Tracked Combat Vehicles (WTCV) Division	7-9	7-12
	Support Systems Division	7-10	7-13
	Assistant Deputy Chief of Staff for Acquisition Management	7-11	7-20
	Acquisition Policy Division	7-12	7-23
	Acquisition Software and Automation Division	7-13	7-25
	Battlefield Systems Integration Division	7-14	7-26
	Assistant Deputy Chief of Staff for Program Management	7-15	7-29
	Procurement Appropriation Management Division	7-16	7-29
	Research, Development, Test, and Evaluation (RDTE) Appropriation Management Division	7-17	7-32
	Program Planning and Integration Division	7-18	7-35
	Health Hazard Assessment Office	7-19	7-38
CHAPTER 8	OFFICE OF PROJECT MANAGEMENT (CHART)		8-1
	Office of Project Management	8-1	8-1
	Project Management Functions	8-2	8-1
CHAPTER 9	DEPUTY CHIEF OF STAFF FOR PRODUCT ASSURANCE AND TESTING (CHART)		9-1
	Deputy Chief of Staff for Product Assurance and Testing	9-1	9-1
	Administrative Office	9-2	9-2
	Common division functions	9-3	9-3
	System Evaluation and Test Policy Division	9-4	9-4
	Engineering Division	9-5	9-6
	Product Quality Division	9-6	9-10
CHAPTER 10	DEPUTY CHIEF OF STAFF FOR TECHNOLOGY PLANNING AND MANAGEMENT		10-1
CHAPTER 11	OFFICE OF DEPUTY COMMANDING GENERAL FOR INTERNATIONAL COOPERATIVE PROGRAMS		11-1
	Deputy Commanding General for International Cooperative Programs	11-1	11-1
	Assistant Deputy for International Cooperative Programs	11-2	11-1
	Assistant for the North Atlantic Treaty Organization (NATO)/American, British, Canadian, and Australian (ABCA) Activities	11-3	11-2

		Paragraph	Page
	Office for International Cooperative Programs	11-4	11-3
	International Cooperative Research and Development (R&D) Division	11-5	11-4
	International Standardization and Staff Talks Division	11-6	11-5
	Foreign Materiel and Technology Division	11-7	11-6
	International Materiel Evaluation Division	11-8	11-8
CHAPTER 12	DEPUTY CHIEF OF STAFF FOR PRODUCTION (CHART)		12-1
	Deputy Chief of Staff for Production	12-1	12-1
	Assistant Deputy Chief of Staff for Production Support	12-2	12-2
	Engineering and Production Support Division	12-3	12-2
	Production Assessment Division	12-4	12-4
	Assistant Deputy Chief of Staff for Weapon Systems Production Management	12-5	12-5
	Aircraft and Depot Operations Division	12-6	12-6
	Missiles, Communications, and Electronics Division	12-7	12-6
	Weapons and Combat/Tracked Vehicles Division	12-8	12-6
	Assistant Deputy Chief of Staff for Industrial Preparedness	12-9	12-9
	Program Formulation Division	12-10	12-9
	Industrial Mobilization Planning Division	12-11	12-11
	Office of the Production Base Advocate	12-12	12-16
CHAPTER 13	EXECUTIVE DIRECTOR FOR TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (CHART)		13-1
	Executive Director for Test, Measurement, and Diagnostic Equipment	13-1	13-1
	Deputy Executive Director for Test, Measurement, and Diagnostic Equipment	13-2	13-1
	Engineering Management Division	13-3	13-2
	Resources and Support Division	13-4	13-4
CHAPTER 14	EXECUTIVE DIRECTOR FOR CHEMICAL AND NUCLEAR MATTERS (CHART)		14-1
	Executive Director for Chemical and Nuclear Matters (EDCNM)	14-1	14-1
	Deputy Executive Director for Chemical and Nuclear Matters	14-2	14-1
	Chemical Operations Division	14-3	14-2
	Chemical Materiel Division	14-4	14-4
	Nuclear Division	14-5	14-5

		Paragraph	Page
CHAPTER 15	DEPUTY CHIEF OF STAFF FOR SUPPLY, MAINTENANCE, AND TRANSPORTATION (CHART)		15-1
	Deputy Chief of Staff for Supply, Maintenance, and Transportation	15-1	15-1
	Operations Management Office	15-2	15-3
	Director for Logistics Management	15-3	15-4
	Supply Division	15-4	15-7
	Supply Management Branch	15-5	15-8
	Requirements Branch	15-6	15-10
	POMCUS and War Reserves Branch	15-7	15-11
	Maintenance Division	15-8	15-15
	Maintenance Engineering Branch	15-9	15-15
	Depot Maintenance Branch	15-10	15-19
	Transportation and Equipping Division	15-11	15-22
	Transportation and Distribution Branch	15-12	15-23
	Equipping Branch	15-13	15-24
	Inventory Accounting and Storage Branch	15-14	15-26
	Director of Logistics Support	15-15	15-28
	Logistics Resources Division	15-16	15-29
	Resource Strategy Branch	15-17	15-29
	Operation and Maintenance, Army Programs Branch	15-18	15-30
	Secondary Items Program Branch	15-19	15-32
	Integrated Logistics Support Division	15-20	15-33
	Integrated Logistics Support Design Branch	15-21	15-34
	Integrated Logistics Support Acquisition Support Branch	15-22	15-38
	Integrated Logistics Support Materiel Fielding Branch	15-23	15-39
	Special Programs Office	15-24	15-42
	Logistics Systems Division	15-25	15-43
	Logistics Plans and Programs Branch	15-26	15-44
	Logistics System Support Branch	15-27	15-45
CHAPTER 16	DEPUTY CHIEF OF STAFF FOR READINESS (CHART)		16-1
	Deputy Chief of Staff for Readiness	16-1	16-1
	Administrative Office	16-2	16-2
	Concepts and Analysis Division	16-3	16-3
	Concepts Branch	16-4	16-3
	Readiness Analysis Branch	16-5	16-4
	Military Plans and Operations Division	16-6	16-6
	War Logistics Plans Branch	16-7	16-7
	Contingency and Exercise Operations Branch	16-8	16-8

Paragraph Page

Mobilization and Reserve Components Support Branch 16-9 16-9
Aviation Office. 16-10 16-10
Logistic Assistance Division 16-11 16-13
Program Management Branch. 16-12 16-13
Field Support Branch 16-13 16-14
Technical Support Branch 16-14 16-15
Automation Support Office. 16-15 16-15

CHAPTER 17 DEPUTY CHIEF OF STAFF FOR PROCUREMENT (CHART). 17-1
Deputy Chief of Staff for Procurement. 17-1 17-1
Assistant Deputy Chief of Staff for Procurement Operations 17-2 17-2
Automated Data Processing (ADP) Division 17-3 17-2
Service Support Division 17-4 17-4
Assistant Deputy Chief of Staff for Procurement Policy and Analysis. 17-5 17-6
Contract Policy Division 17-6 17-6
Pricing Policy Division. 17-7 17-8
Office of Contract Placement and Review. 17-8 17-10
Contract Administration/Major Subordinate Command Support Division 17-9 17-11
Assistant Deputy Chief of Staff for Competition and Procurement Management 17-10 17-13
Missiles Division. 17-11 17-14
Aviation/Communications Division 17-12 17-15
Vehicles/Munitions Division 17-13 17-15
Competition Management Office. 17-14 17-16

CHAPTER 18 DEPUTY CHIEF OF STAFF FOR INTERNATIONAL SECURITY PARTNERSHIPS (CHART). 18-1
Deputy Chief of Staff for International Security Partnerships. 18-1 18-1
Objectives 18-2 18-1

CHAPTER 19 DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT (CHART) 19-1
Deputy Chief of Staff for Resource Management. . . . 19-1 19-1
Administrative Office. 19-2 19-2
Internal Review and Audit Compliance Office. . . . 19-3 19-4
Internal Review Branch 19-4 19-4
Audit Compliance Branch. 19-5 19-6
Assistant Deputy Chief of Staff for Cost Analysis. . 19-6 19-7
Cost Analysis Division 19-7 19-7

		Paragraph	Page
	Vehicle, Armament, Ammunition, and Support Systems Branch	19-8	19-8
	Missile and Aircraft Systems Branch	19-9	19-9
	Methodology and Data Branch	19-10	19-10
	Contract Cost Performance Division	19-11	19-11
	C/SCSC Review Branch	19-12	19-12
	Contract Performance Analysis Branch	19-13	19-12
	Programs and Projects Office	19-14	19-13
	Budget Division	19-15	19-15
	Resource Analysis Branch	19-16	19-15
	Command Analysis Branch	19-17	19-18
	Finance and Accounting (F&A) Division	19-18	19-20
	Financial Operations Branch	19-19	19-21
	Policy and Procedures Branch	19-20	19-22
	Standard Systems Division	19-21	19-25
	Revolving and Common Systems Branch	19-22	19-26
	Operations and Investments Systems Branch	19-23	19-27
	Management Data Systems Integration Branch	19-24	19-28
	Automated Systems Operations Branch	19-25	19-29
	Program Budget and Funding Policy Division	19-26	19-29
	Force Development Division	19-27	19-32
	Manpower Programs and Allocations Branch	19-28	19-33
	Requirements and Utilization Branch	19-29	19-35
	TAADS Management Branch	19-30	19-38
CHAPTER 20	DEPUTY CHIEF OF STAFF FOR PERSONNEL (CHART)		20-1
	Deputy Chief of Staff for Personnel	20-1	20-1
	Civilian Personnel Division	20-2	20-2
	Executive Management Programs Office	20-3	20-3
	Position Management and Classification Branch	20-4	20-4
	Employee Management Branch	20-5	20-6
	Career Management and Development Branch	20-6	20-9
	Program Planning and Evaluation Branch	20-7	20-14
	Military Personnel Division	20-8	20-14
	Personnel Management Branch	20-9	20-15
	Policy, Plans, and Training Branch	20-10	20-17
	The AMC Transition Management Office	20-11	20-18
	Provost Marshal	20-12	20-19
	Adjutant General Division	20-13	20-21
	Community Morale Services Branch	20-14	20-21
	Community and Family Support Branch	20-15	20-22
	Education Branch	20-16	20-26
	Travel Branch	20-17	20-28
	Top Secret Repository Branch	20-18	20-28
	Operations Office	20-19	20-29

Paragraph Page

CHAPTER 21 DEPUTY CHIEF OF STAFF FOR ENGINEERING, HOUSING, AND INSTALLATION LOGISTICS (CHART) 21-1
Deputy Chief of Staff for Engineering, Housing, and Installation Logistics 21-1 21-1
Plans and Programs Office. 21-2 21-2
Environmental Quality Division 21-3 21-4
Facilities Division. 21-4 21-6
Real Estate Division 21-5 21-13
Housing Management Division. 21-6 21-15

CHAPTER 22 DEPUTY CHIEF OF STAFF FOR MANAGEMENT AND PRODUCTIVITY (CHART). 22-1
Deputy Chief of Staff for Management and Productivity. 22-1 22-1
Administrative Office 22-2 22-2
Plans and Projects Division 22-3 22-2
Review and Analysis Division. 22-4 22-4
Studies Management Division 22-5 22-6
Technical Library 22-6 22-8
Productivity Management Division. 22-7 22-9
Organizational Management Division. 22-8 22-12
Mission and Organization Branch 22-9 22-12
Management Efficiency Branch 22-10 22-1
Management Studies and Evaluation Branch. 22-11 22-14

CHAPTER 23 DEPUTY CHIEF OF STAFF FOR PROGRAM ANALYSIS AND EVALUATION. 23-1
Deputy Chief of Staff for Program Analysis and Evaluation. 23-1 23-1
Administrative Office 23-2 23-1
Information Resource Management Division. 23-3 23-2
Program Development Division. 23-4 23-3
Program Evaluation Division 23-5 23-5
AMC Systems Management Office 23-6 23-6

CHAPTER 24 DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT (CHART). . 24-1
Deputy Chief of Staff for Information Management. . . 24-1 24-1
Administrative Office 24-2 24-2
Security and Evaluation Office. 24-3 24-4
Resources and Plans Division. 24-4 24-5
System Management and Integration Division. 24-5 24-9
Operations Division 24-6 24-11

		Paragraph	Page
CHAPTER 25	DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (CHART)		25-1
	Deputy Chief of Staff for Intelligence	25-1	25-1
	Assistant Deputy Chief of Staff for Foreign Intelligence	25-2	25-1
	Threat Support Division	25-3	25-1
	General Intelligence Support Division	25-4	25-2
	Assistant Deputy Chief of Staff for Counterintelligence	25-5	25-2
	Security Policy Division	25-6	25-3
	Technology Security Division	25-7	25-3
	Assistant Deputy Chief of Staff for Special Programs	25-8	25-4
CHAPTER 26	COMMON FUNCTIONS OF ADMINISTRATIVE OFFICES		26-1
	Internal Administrative functions	26-1	26-1
	Common functions	26-2	26-1
CHAPTER 27	COMMAND HISTORY		27-1
CHAPTER 28	CHRONOLOGICAL LISTING OF DOCUMENTS THAT PERTAIN TO THE ORGANIZATION, MISSION, OR FUNCTIONS OF THE COMMAND		28-1
CHAPTER 29	INTERNAL BOARDS, COMMITTEES, AND COUNCILS		29-1
CHAPTER 30	GLOSSARY OF TERMS AND ACRONYMS		Glossary-1

CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes the organization, missions, and major functions of all authorized organizational elements of Headquarters, U.S. Army Materiel Command (HQ AMC). Its purpose is to provide a framework within which functions of the AMC mission may be accomplished and to assign staff responsibility within the Headquarters. Ensuring chapters identify the mission and functions of such elements.

1-2. Mission. The mission of HQ AMC is to provide broad policy and basic guidance, to accomplish major planning, to establish and coordinate major programs, to evaluate AMC programs and operations, to allocate resources for mission accomplishment, to assist major subordinate commands in the accomplishment of their mission, and to resolve command-level problems.

1-3. Scope. The contents of this regulation apply to all elements of HQ AMC.

1-4. Changes The organization of HQ AMC is necessarily a changing organization, adjusting to new concepts, variable conditions, and changing priorities. For this reason, Deputy Chiefs of Staff and separate Staff Office Chiefs are held responsible for recommending changes that will result in greater effectiveness in mission accomplishment or better utilization of available resources. Change proposals affecting mission and functions will be submitted to Deputy Chief of Staff for Management and Productivity (AMCMP) for review, processing, and, as necessary, presentation to the command' group for decision. Change proposals with substantiating data will be submitted, in duplicate, as indicated below:

a. Mission and or/function changes. These changes will be submitted on DA Form 2028 (Recommended Changes to Publications and Blank Forms) for review, approval, and publication in this regulation. Requests will include rationale and authority for the change. In case of extensive revisions, also forward a copy of the current mission and functions statement annotated to reflect the proposed revision.

b. Organizational realignments. A realignment plan is required for major changes which impact upon organizational structure, personnel spaces, manpower resources, and mission and functions. Realignment plans will be submitted to the Headquarters Installation Support Activity and will include--

(1) Proposed statement of mission and functions annotated and documented as described in 1-4a above. If a new activity, mission, or function is proposed, the mission authority will be included.

(2) Current and proposed organizational charts.

(3) Proposed organizational structure and proposed personnel distribution. The currently approved Table of Distribution and Allowances (TDA) will be annotated to indicate the proposed changes.

(4) Narrative explanation of purpose and benefits of proposed changes to include resources impact, i.e., funding, personnel, equipment, and facilities, as appropriate.

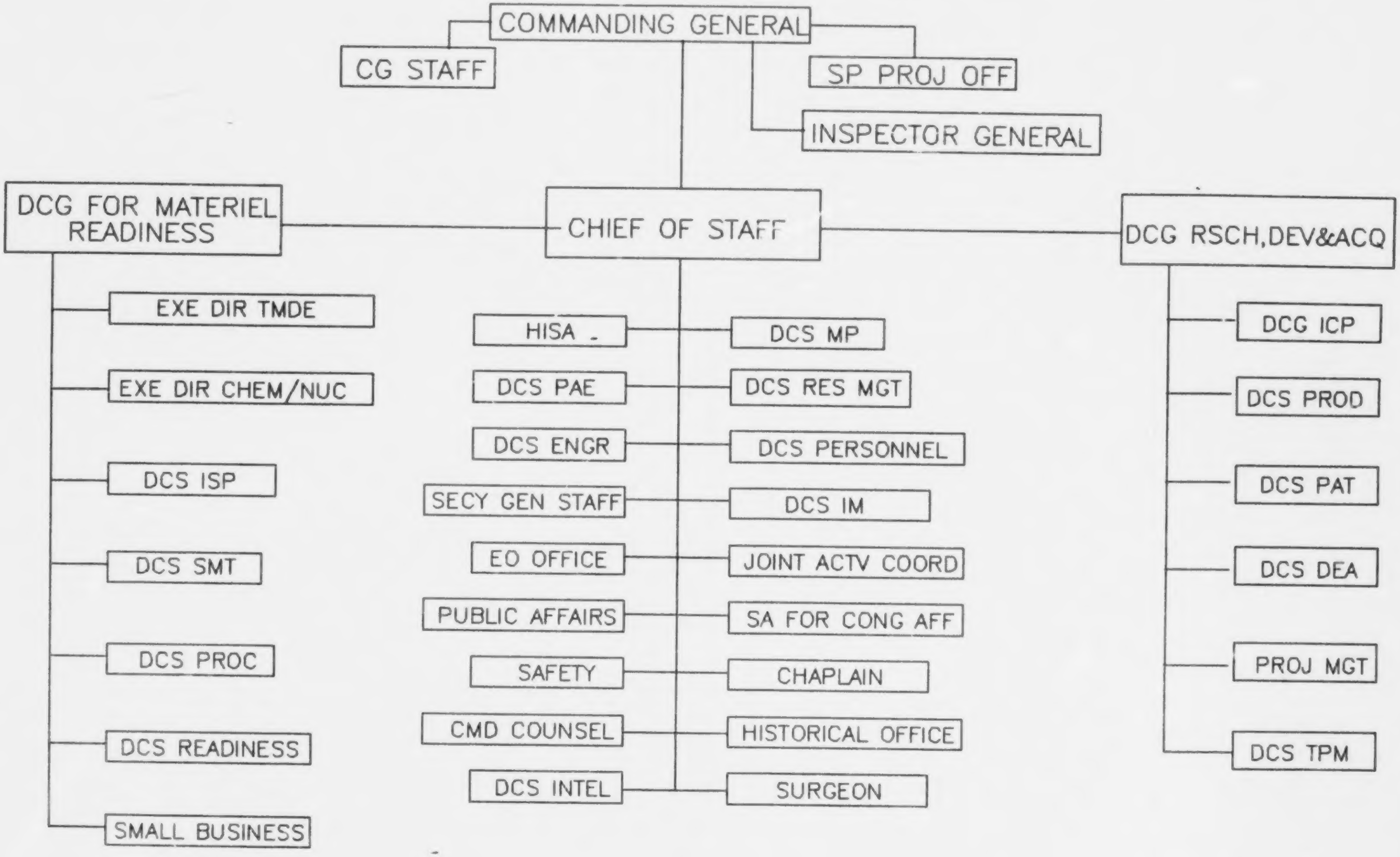
c. Peacetime TDA changes. Subsequent to concept approval or approval of mission and functions changes requiring TDA actions, TDA change requests will be submitted by the affected organizational element to the Headquarters Installation Support Activity (HISA). Changes to new or revised approved job descriptions that involve either the establishment of new positions or a modification of previously approved position titles, occupational codes, or grade levels will be coordinated with the Military Personnel Division for military changes and the Civilian Personnel Office for civilian changes.

d. Mobilization TDA changes. After approval of major realignment, proposed mobilization TDA organization structure encompassing the previously approved peacetime TDA, and any other additional changes occasioned by the approved peacetime TDA revision, will be submitted to the HISA. The submission will be legibly annotated to indicate any changes from the previously approved mobilization TDA. These changes will be coordinated with the Deputy Chief of Staff for Readiness (DCSRE). All changes will conform with current applicable mobilization guidance.

1-5. Designation of elements. The organizational alignment and titles of organizational elements within HQ AMC as reflected in this regulation are in consonance with the HQ AMC TDA as currently approved by Department of the Army. All published media of HQ AMC will conform to this structure.

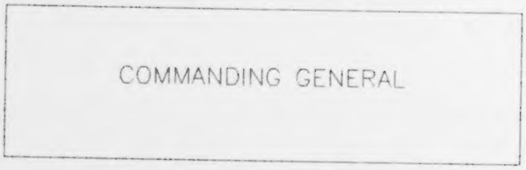
1-6. Structural organization. The structural organization of HQ AMC is reflected on the following chart.

HEADQUARTERS
UNITED STATES ARMY MATERIEL COMMAND


COMMANDING GENERAL
CG STAFF
SP PROJ OFF
INSPECTOR GENERAL
DCG FOR MATERIEL READINESS
CHIEF OF STAFF
DCG RSCH,DEV&ACQ
EXE DIR TMDE
EXE DIR CHEM/NUC
DCS ISP
DCS SMT
DCS PROC
DCS READINESS
SMALL BUSINESS
HISA
DCS MP
DCS PAE
DCS RES MGT
DCS ENGR
DCS PERSONNEL
SECY GEN STAFF
DCS IM
EO OFFICE
JOINT ACTV COORD
PUBLIC AFFAIRS
SA FOR CONG AFF
SAFETY
CHAPLAIN
CMD COUNSEL
HISTORICAL OFFICE
DCS INTEL
SURGEON
DCG ICP
DCS PROD
DCS PAT
DCS DEA
PROJ MGT
DCS TPM

CHAPTER 2

COMMANDING GENERAL


COMMANDING GENERAL

CHAPTER 2

COMMANDING GENERAL

2-1. Commanding General - The mission of the Commanding General, U.S. Army Materiel Command (AMC), a major command (MACOM) of the Department of the Army (DA), is to--

a. Perform assigned materiel and related functions of DA, comprising research and development; configuration management; product assurance; test and evaluation (except user test and evaluation); scientific and technical information; integrated logistics support planning and execution; rationalization, standardization, and interoperability; acquisition; product improvement; industrial preparedness; production; storage and distribution; maintenance; new materiel training and fielding; security assistance; wholesale materiel requirements determination; packaging; and disposal as related to the Continental United States wholesale supply and maintenance system and systems overseas as directed by Headquarters, DA (HQDA).

b. Develop and provide, in response to objectives and specific requirements established by HQDA, materiel and related logistics services to DA, DA elements of unified and specified commands, and other United States and foreign customers.

c. Command subordinate commands, installations, and activities as may be assigned by HQDA; plan, program, coordinate requirements for and supervise the use of resources for accomplishing AMC basic and support missions, functions, and responsibilities; budget and fund for financial resources; provide base operation and other support through subordinate commanders to DA, Department of Defense (DOD), or other Government activities that are tenants of, or are satellited on, AMC installations; and satellite AMC activities on other facilities for all or a portion of required base operation support when it is more economical.

d. Provide worldwide technical and professional guidance and assistance for planning and conducting logistics support of Army materiel (authority: Army Regulation 10-11).

2-2. Commanding General responsibilities. The CG is to act as the DOD/Joint Services Executive Agent for the following:

a. DOD in-house Research, Development, Test, and Evaluation Activities Reporting System.

b. DOD Single Manager for Conventional Ammunition.

c. DOD Small Arms Serialization Program.

d. Tri-Service and National Security Agency materiel acquisitions, to be transitioned to the Army inventory.

e. Joint Service Small Arms Program.

(1) Act as DA Executive Agent for the following:

(2) Security assistance, including--

(a) Operational aspects of approved foreign military sales cases.

(b) Military Assistance Program.

(c) International Military Education and Training Aids Program.

(3) Direct Support System operations.

(4) Army Logistics Data Elements Standardization Program.

(5) Army portion of the DOD Research and Technology Work Unit Summary System.

(6) Maintenance of the Materiel Status Record.

(7) Test, measurement, and diagnostic equipment.

(8) Administration of the Military Standard Logistics System. This system includes the following:

(a) Department of Defense Activity Address Directory.

(b) Military Assistance Program Address Directory.

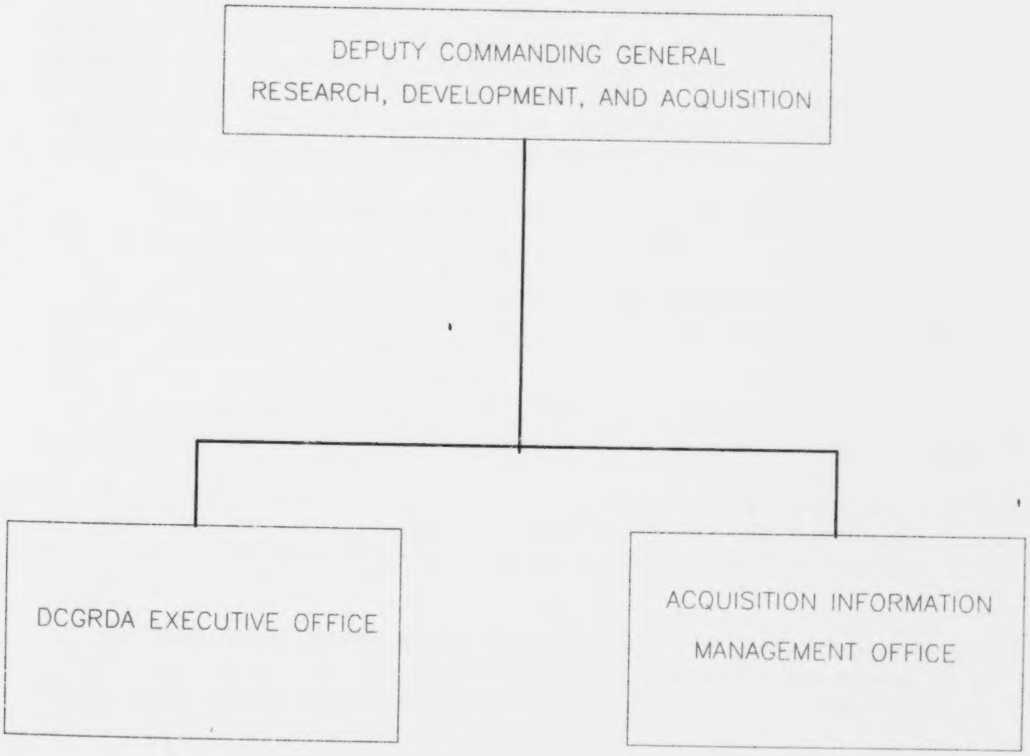
(c) Military Supply and Transportation Evaluation Procedures.

(d) Military Standard Transactions Reporting and Accounting Procedures.

(e) Military Standard Requisition and Issue Procedures.

CHAPTER 3

DEPUTY COMMANDING GENERAL FOR RESEARCH, DEVELOPMENT, AND ACQUISITION


DEPUTY COMMANDING GENERAL
RESEARCH, DEVELOPMENT, AND ACQUISITION
DCGRDA EXECUTIVE OFFICE
ACQUISITION INFORMATION MANAGEMENT OFFICE

CHAPTER 3

DEPUTY COMMANDING GENERAL FOR RESEARCH, DEVELOPMENT, AND ACQUISITION

3-1. The Deputy Commanding General for Research, Development, and Acquisition. The mission of the Deputy Commanding General for Research, Development, and Acquisition (DCGRDA) is to--

a. Manage and establish command policy for the research, development, and acquisition mission of the U.S. Army Materiel Command (AMC).

b. Assist the Commanding General in commanding subordinate commands, installations, and activities by exercising within the DCGRDA's mission area, direction over AMC research, development, test and acquisition. This includes direction to corporate laboratories, research offices, and other materiel acquisition activities under the direction and control of AMC.

c. Supervise command policies, plans, and procedures governing the acquisition of Army developmental systems.

d. Determine the materiel development and acquisition mission objectives and evaluate functional performance against these objectives.

e. Act as primary interface with U.S. Army Training and Doctrine Command (TRADOC) in determining development requirements.

f. Ensure that full capability of modern technology is explored in defining new requirements, and that on-going and potential development programs are continually reassessed and properly integrated.

g. Determine development, acquisition, and product improvement priorities and direct the distribution of available resources to ensure Army requirements are met within established goals.

h. Ensure proper planning, preparation, and execution of the research, development, test, and evaluation (RDTE) portions of the Army program and budget.

i. Serve as the Army's principle point of contact for management in U.S. civilian industry for matters relating to research, development, and acquisition of Army materiel.

j. Serve as the Deputy Commanding General for International Cooperative Programs, responsible for maintaining a high level interface with senior officials of foreign defense and industrial organizations and managing AMC's cooperative research, development, standardization programs, and data exchange agreements.

k. Establish and maintain appropriate liaison with leaders in the academic, technological, and industrial communities to ensure acceptance, support, and assistance in the AMC research, and development effort.

l. Supervise AMC participation in joint RDTE programs.

m. Act as Army Executive Agent for the development of the Army Acquisition Information Management (AIM) system.

n. Manage and establish command policy for the evaluation and introduction of nondevelopmental items and military adaption of commercial items to satisfy Army materiel needs.

o. Serve as AMC focal point for all North Atlantic Treaty Organization (NATO) rationalization, standardization, and interoperability (RSI) programs. This includes the implementation of Department of Defense/Department of Army NATO RSI policies concerning Army materiel.

p. Exercise operational control over activities of the U.S. Army Research, Development, and Standardization Groups (United Kingdom, Canada, Germany, and Australia), and the U.S. delegate to the Military Agency for Standardization, NATO.

q. Act as functional chief's representative for the AMC Engineers and Scientists (non-construction) Program; and for the Army's Materiel Acquisition Manager (MAM), and Additional Skill Indicator 6T Program.

r. Exercise supervision and proponency for the application of project management concepts and principles in support of project/product managers and program executive officers (PEO).

s. Provide AMC HQ staff supervision over the appropriate Deputy Chiefs of Staff (Product Assurance and Test, Development and Engineering, Laboratory Development, Production, and International Cooperative Programs) and offices.

3-2. DCGRDA Executive Office. The mission of the DCGRDA Executive Office, acting under the direction of the DCGRDA, and through the DCGRDA's deputies and executive officer, is to provide administrative and operational support, technical and analytical expertise and skills in direct support of the DCGRDA mission. Also, the DCGRDA Executive Office will--

a. Oversee, supervise, and monitor command activities within areas of RDA interest according to the direction and authority given by DCGRDA.

b. Initiate and coordinate activities between and among HQ AMC staff offices and field activities in support of assigned tasks.

c. Evaluate reports on the progress of HQ AMC agencies and activities in meeting Army objectives in materiel acquisition programs.

d. Coordinate the assignment of staff actions within the DCGRDA organization; monitor the progress of assigned actions; and coordinate suspense periods with appropriate staff elements.

e. Prepare guidance for HQ AMC staff offices on actions to be completed for the DCGRDA.

f. Review information and action documents sent to or through DCGRDA, and provide recommendations or comments for consideration of command group personnel as appropriate.

g. Prepare speeches, briefings, and presentations for DCGRDA.

h. Write and edit articles relating to materiel development and acquisition for publication in AMC periodicals and outside publications as required. Provide editor support for the Army RD&A Bulletin.

i. Provide administrative assistance and support to the office of the DCGRDA to include office budget, security, personnel support, distribution, suspense control, property accountability, and other appropriate duties as assigned.

3-3. Acquisition Information Management (AIM). The mission of the AIM Office is to be responsible for managing RDA information and the AIM program Army-wide to include--

a. RDA information architecture.

b. Control and development of centralized information requirements for the RDA community.

c. Prioritization, data standardization, synchronization, and integration.

CHAPTER 4

DEPUTY COMMANDING GENERAL FOR MATERIEL READINESS

DEPUTY COMMANDING GENERAL
FOR MATERIEL READINESS

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DEPUTY COMMANDING GENERAL FOR MATERIEL READINESS

4-1. Deputy Commanding General for Materiel Readiness. The mission of the Deputy Commanding General for Materiel Readiness (DCGMR) is to--

a. Manage and establish command policy for the inventory control, supply management, procurement, production, storage, transportation, maintenance, integrated logistic support, demilitarization, logistics planning, and security assistance functions of the U.S. Army Materiel Command (AMC).

b. Assist the Commanding General in commanding assigned subordinate commands, installations, and activities by exercising, with the DCGMR's mission area, direction over AMC major subordinate commands and activities, the Security Assistance Center, the U.S. Army Depot System Command, arsenals, and ammunition plants.

c. Determine AMC materiel readiness mission objectives and evaluate functional performance against these objectives in support of readiness of the Army and other customers.

d. Determine quantitative materiel requirements, materiel readiness priorities, and direct the distribution of available resources.

e. Supervise the preparation and execution of materiel readiness portions of the Army program and budget.

f. Act as the primary interface with the Army-in-the-field for determining the users' overall support requirements, and ensuring that AMC materiel readiness programs and wholesale logistics system operations are consistent with known requirements and user doctrine.

g. Act as the U.S. Army Executive Director for Test, Measurement, and Diagnostic Equipment, establishing policy and direction through centralized management structure to optimize test, measurement, and diagnostic equipment support Army-wide.

h. Act as the Department of Defense Executive Director for Conventional Ammunition, managing conventional ammunition support for all military services including production, procurement, financial management, and logistics.

i. Act as the U.S. Army Executive Director for Chemical and Nuclear Matters, managing chemical and nuclear armaments support to include production, procurement, transportation, storage, and financial management.

4-2. Office of Materiel Readiness. The mission of the Materiel Readiness task group is to act under the immediate direction of the DCGMR in carrying out special assignments and projects. Also, the Office of Materiel Readiness will--

a. Determine the need for, organize, and coordinate special task force working groups to perform designated duties that overlap staff functional areas and evaluate the results of these efforts.

b. Initiate and/or coordinate action between and among Headquarters (HQ), AMC offices, and field activities, as appropriate, in support of special projects, task groups, and separate tasks directed by the DCGMR.

c. Serve as the DCGMR focal point for immediate actions on a variety of high priority, high visibility programs, projects, and subjects involving planning, policy, organization, priorities, resource allocation, and readiness standards and objectives.

d. Serve as the DCGMR focal point for matters concerning designated readiness program/project/product manager (PM) activities. Monitor development PM activities to ensure that supportability is effectively considered prior to system fielding.

e. Provide a quick reaction analysis, assessment, and/or problem solving capability to the DCGMR. Respond to command queries for information in a timely manner in such a way as to cause the least disruption to normal staff functioning. Provide DCGMR with an independent analysis and evaluation capability in order to either provide recommendations on proposed courses of action to solve readiness related problems, or evaluate the effectiveness of proposed or actual courses of action taken by HQ AMC offices under the purview of the DCGMR.

f. Disseminate policy and management information relating to materiel readiness.

g. Provide support to the DCGMR by preparing briefings, speeches, fact sheets, information papers, trip books, after action reports, and other documentation required for special events.

h. Serve as the focal point for tasking HQ staff offices for actions or requests for information. Monitor suspense-type actions to ensure that responses are timely, accurate, complete, and appropriate.

CHAPTER 5

CHIEF OF STAFF

CHIEF OF STAFF

CHAPTER 5

CHIEF OF STAFF

5-1. Chief of Staff. The mission of the Chief of Staff is to--

a. Serve as principal staff advisor to the Commanding General (CG).

b. Direct, supervise, and coordinate the HQ AMC staff.

c. Formulate and announce the staff operating policies.

d. Ensure that the orders and instructions of the Commanding General and the Deputy Commanding Generals to the staff are carried out.

5-2. Chief of Staff responsibilities. The responsibilities of the Chief of Staff are to--

a. Ensure that all instructions issued to the command are according to the Commanding General's policies and plans.

b. Act as the final authority on the continuing actions of planning, organizing, directing, coordinating, controlling, and evaluating the use of personnel, money, materials, and facilities to accomplish the mission and functions of HQ AMC.

c. Act as principal assistant to the Commanding General in discharging the CG's responsibilities for equal employment opportunity within the command.

d. Represent the Commanding General in all relations with unions representing HQ AMC employees.

CHAPTER 6

SPECIAL STAFF

SECRETARY OF THE GENERAL STAFF
PROTOCOL OFFICE
COMMAND SERGEANT MAJOR
SPECIAL ASSISTANT FOR JOINT ACTIVITIES
SPECIAL ASSISTANT FOR CONGRESSIONAL AFFAIRS
OFFICE OF PUBLIC AFFAIRS
HISTORICAL OFFICE
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
SAFETY OFFICE
OFFICE OF EQUAL OPPORTUNITY
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF THE SURGEON
OFFICE OF THE CHAPLAIN
OFFICE OF THE COMMAND COUNSEL
SPECIAL PROJECTS OFFICE
RESERVE COMPONENTS ADVISORS

CHAPTER 6

SPECIAL STAFF

6-1. Secretary of the General Staff. The mission of the Secretary of the General Staff (SGS) is to --

a. Assist the Chief of Staff in the supervision and coordination of the administration and operation of Headquarters, U.S. Army Materiel Command (HQ AMC); and assist in the operation of the offices of the Commanding General and the Chief of Staff.

b. Furnish administrative support to the offices of the Deputy Commanding General for Materiel Readiness and the Deputy Commanding General for Research, Development and Acquisition.

c. Furnish administrative support to the interservice/foreign liaison activities.

6-2. Staff Action Control Branch. The functions of the Staff Action Control Branch are to--

a. Analyze and process correspondence received for the Commanding General and other members of the command group. Maintain follow-up to ensure prompt completion of assigned actions.

b. Analyze, coordinate, and prepare briefs of all correspondence prepared by elements of the AMC Staff for signature within the command group.

c. Verify coordination of correspondence, memoranda, and staff papers among interested staff sections; and verify accomplishment of completed staff action prior to submission to the Chief of Staff.

d. Arrange and coordinate briefings for the Commanding General and the Chief of Staff. Maintain follow-up to ensure accomplishment of required actions.

e. Task and suspense the HQ AMC staff to respond to requirements from the command group and Headquarters, Department of the Army (HQDA).

6-3. Programs and Administrative Office. The functions of the Programs and Administrative Office are to--

a. Maintain the table of distribution and allowances (TDA), and provide guidance to management regarding TDA personnel requirements and authorizations, and any document changes.

b. Prepare special reports as required.

c. Prepare special information books as required.

d. Develop and maintain Command Review and Analysis (R&A) performance statistics for personnel, Equal Employment Opportunity (EEO), awards, training, and budget matters.

e. Manage all budget requirements for the Office of the Commanding General, Office of the Chief of Staff, SGS, and interservice/foreign liaison activities.

f. Manage Commanding General's contingency fund account.

g. Perform administrative functions as identified in chapter 26, Common Functions of Administrative Offices.

6-4. Protocol Office. The functions of the Protocal Office are to--

a. Receive official United States and foreign visitors to the AMC command group and other elements of HQ AMC.

b. Provide protocol, agenda, briefing facilities, and related assistance to HQ AMC staff concerning the orientation of United States and foreign visitors.

c. Obtain accommodations and transportation for personnel visiting the Metropolitan Washington area and for United States and foreign visitors visiting HQ AMC.

d. Monitor and coordinate visits of United States and foreign personnel to HQ AMC and to subordinate elements.

6-5. Command Sergeant Major.

a. The mission of the Command Sergeant Major (CSM) is to serve as principal enlisted advisor to the Commanding General on matters pertaining to welfare and morale, proper utilization, promotions, privileges, discipline, training, operations, and logistics of troops.

b. Functions. The responsibilities of the CSM are to--

(1) Maintain liaison with sergeants major and senior noncommissioned officer (NCOs) of organizations to disseminate information and instructions.

(2) Serve as Chairman, HQ AMC NCO Advisory Council.

(3) Provide counsel and guidance to NCOs and other enlisted personnel in the Command.

6-6. Special Assistant for Joint Activities.

a. The mission of the Special Assistant for Joint Activities is to serve as personal representative of the Commanding General, AMC, and as AMC member of the Joint Secretariat for matters pertaining to joint activities of the Commanders: HQ AMC, Deputy Chief of Naval Operations (Logistics), U.S. Air Force Logistics Command, and U.S. Air Force Systems Command (AMC-R 1-23).

b. Functions. The responsibilities of the Special Assistant for Joint Activities are to--

(1) Analyze, evaluate, and serve as focal point for all directives, studies, proposals, and other actions emanating from the Office of the Secretary of Defense, DA, Defense Logistics Agency, other Services, or within AMC that may affect the operations of the Joint Commanders.

(2) Initiate, direct, and monitor the activities of tri-service study groups established under the sponsorship of the Joint Commanders.

(3) Screen, select, and designate the AMC members for Joint Commanders' activities.

(4) Coordinate all activities preliminary and incident to Joint Commander meetings hosted by AMC.

6-7. Special Assistant for Congressional Affairs.

a. The mission of the Special Assistant for Congressional Affairs is to serve as the principal advisor to the Commanding General on AMC matters of concern to members of Congress, Congressional staffs, and committees.

b. Functions. The responsibilities of the Special Assistant for Congressional Affairs are to--

(1) Maintain liaison and coordinate with congressional affairs representatives through Department of Defense (DOD).

(2) Coordinate AMC relations with Congress, to include AMC participation in congressional committee hearings and congressional relationships with subordinate field elements.

(3) Recommend and coordinate programs and actions that enhance AMC relationships with Congress.

(4) Coordinate, for accuracy, comprehensive responses to the White House and congressional inquiries.

6-8. Office, Chief of Public Affairs.

a. The mission of the Public Affairs Office is to--

(1) Provide operational public affairs (PA) planning and execution.

(2) Conduct command information (CI), media relations (MR), community relations (CR), and marketing programs.

(3) Coordinate and supervise such programs within AMC.

(4) Advise the Commanding General and staff on PA actions and issues and the PA implications of planned actions and activities.

(5) Exercise operational control of the AMC exhibit unit.

(6) Direct and control AMC historical and heraldic activities.

b. Functions. The functions of the Public Affairs Office are to--

(1) Perform actions related to security and operational security (OPSEC) matters.

(2) Perform actions related to PA resource management and Headquarters management activities.

(3) Administer the AMC PA and Communications Media Career Program and Intern program.

(4) Administer the Headquarters PA automation and automation security program.

(5) Plan, coordinate, and supervise the CR program within AMC.

(6) Monitor the interaction between AMC major subordinate commands (MSCs) and the civilian community.

(7) Develop CR policy in coordination with policy and plans, and ensure implementation by MSCs.

(8) Maintain liaison with patriotic, civic, and service organizations.

(9) Manage the AMC exhibit program.

(10) Serve as liaison between HQ AMC elements and other major commands (MACOMs) and HQDA concerning CR matters.

(11) Operate the HQ AMC speakers program.

(12) Collect, review, and analyze data, and reports; prepare the AMC quarterly PA report.

(13) Coordinate AMC support to national events in the public domain.

(14) Analyze CR needs and make appropriate recommendations to counter negative public opinion.

(15) Develop plans in support of CR projects and events.

(16) Assist and advise HQ AMC staff elements concerning the PA and publicity aspects for internal observances of special celebrations.

(17) Prepare the CR annexes to AMC PA operational plans.

(18) Supervise MR activities throughout AMC.

(19) Develop and implement policy and plans for the conduct of MR throughout AMC.

(20) Coordinate MR activities among DA, lateral (MACOMs), AMC subordinate commands, and as appropriate, other Government agencies.

(21) Plan, conduct, and supervise a Hometown News Program through AMC.

(22) Plan, organize, and implement PA activities related to operations and exercises.

(23) Supervise CI activities within AMC.

(24) Develop CI policies in coordination with overall policy and plans, implement CI policy at HQ AMC, and ensure implementation by subordinate commands.

(25) Create and distribute video products for use within AMC and for distribution through the Army Broadcast Service.

(26) Publish AMC NEWS.

(27) Nominate AMC entries for the DA Keith L. Ware Award competition.

(28) Compile, evaluate, and send to DA, CI reports (510R) from AMC subordinate commands, installations, and activity PA offices.

(29) Supervise the AMC newspaper program.

(30) Develop communications strategy aimed at informing soldiers about the materiel system to include acquisition, maintenance, and supply.

(31) Conduct comprehensive multi-media program using print and video.

(32) Coordinate special communication projects with specific messages about the Command.

6-9. Historical Office.

a. The mission of the Historical Office (Chief Historian) is to direct and control AMC historical programs and heraldic activities.

b. Functions. The functions of the Historical Office are to--

(1) Develop policy and procedures for the conduct of an AMC Historical Program.

(2) Supervise the historical activities of HQ AMC, MSCs, and other AMC installations and activities.

(a) Provide technical guidance and direction for all AMC professional historians.

(b) Evaluate and approve AMC historical monographs and annual historical reviews prepared by subordinate elements.

(c) Staff supervise Command-wide historical sources collection activities, and manage the HQ AMC historical sources collection, including the Commanding General's Historical File.

(3) Supervise Command-wide oral history program.

(4) Supervise Command-wide historical properties and Army museum activities.

(5) Prepare Army Historical Program historical publications, monographs, and studies; the HQ AMC annual historical review; and special histories, as assigned.

(6) Coordinate and/or provide historical reference and information services.

(7) Coordinate AMC actions pertaining to AMC flags, insignia, and other heraldic devices.

(8) Represent AMC at DA-level meetings on historical matters involving AMC.

6-10. Office of Small and Disadvantaged Business Utilization.

a. The mission of the Office of Small and Disadvantaged Business Utilization (SADBU) is to make policy, establish procedures, and publish direction and guidance for the SADBU specialists at all installations and activities. Also SADBU acts as the principal advisor to the Commanding General, AMC; the Deputy Commanding Generals, AMC; the Deputy Chief of Staff (DCS) for Procurement; AMC staff offices; and all AMC elements reporting directly to HQ AMC on all matters pertaining to small business, disadvantaged business, labor surplus area, and other socio-economic business programs.

b. Functions. The functions of the Office of Small and Disadvantaged Business Utilization are to--

(1) Develop policies and procedures in concert with the DCS for Procurement in support of AMC small business, labor surplus area, and small disadvantaged business programs.

(2) Develop, control, coordinate, and publish the AMC small business, disadvantaged business utilization, and labor surplus area programs' objectives.

(3) Establish procedures and publish direction for all field procurement organizations of AMC pursuant to DOD, DA policies and guidance for small and disadvantaged business.

(4) Develop and assign small business and disadvantaged business utilization goals for subordinate commands within AMC pursuant to DA policy and guidance.

(5) Supervise and provide guidance to SADBU specialists at all AMC installations and activities; also, evaluate the effectiveness of their performance.

(6) Coordinate the Minority Business Development Program. Provide interface between AMC installations and activities, the Small Business Administration, and Department of Commerce, including section 8(c), Contracting.

(7) Coordinate, monitor, and evaluate the effectiveness of the DOD Small Business Set-Aside Program for AMC.

(8) Advise the DCS for Procurement/DCS for Production and other elements of HQ AMC on matters concerning the Army Industry Materiel Information Program.

(9) Establish and maintain continuing liaison with industry, through counseling at DOD industry, briefing research and development (R&D) conferences, and with procurement and technical personnel at state and local community industry affairs.

(10) Support members of Congress through congressionally-sponsored Business Opportunity/Federal Procurement Conferences by

providing counseling and business advice to small and minority business representatives.

(11) Act as the focal point for industry inquiries, including counseling and advising businessmen on how to do business with AMC, how to prepare and submit bids and proposals, and on all matters pertaining to small business, labor surplus area and minority business development programs.

6-11. Safety Office.

a. The mission of the Safety Office is to direct and staff supervise the AMC Safety Program that includes provision of maximum safety consistent with operational requirements in the design of Army materiel; prevention of injuries to military, civilian, and contractor personnel; prevention of damage to Government property and interruption to essential operations; and elimination from the environment of those effects of AMC operations that might otherwise represent a hazard to the civilian populace; functional responsibility for the management of the Class V safety program; management and administration of the AMC Occupational Safety and Health Program and assigned DA radioactive material control; direction and control of the AMC Field Safety Activity.

b. Functions. The functions of the Safety Office are to--

(1) Provide broad policy, guidance, plans, and direction for carrying out provisions of Public Law 91-596, Executive Order 12196, 29 CFR 1960, Title 10 CFR, and other Federal statues and regulations.

(2) Approve reports of technical investigations of serious accidents and incidents.

(3) Review and provide appropriate comments through channels on new or revised safety and health standards and policies proposed for adoption by DA, DOD, and other Federal agencies.

(4) Develop policy and standards for evaluation of the AMC Safety Program. Assess problems and AMC compliance with safety regulations, standards, program goals, and objectives. Initiate corrective action when performance fails to fall within pre-established tolerances.

(5) Evaluate Inspector General (IG), U.S. Army Audit Agency (USAAA), General Accounting Office (GAO), and other reports on installations and activities reporting to HQ AMC that reflect problems or deficiencies relating to functions and initiate or direct corrective action.

(6) Exercise program management responsibility to ensure that safety and health deficiencies throughout the command receive the priority and funding necessary to timely correction.

(7) Provide technical safety advice, and respond to and resolve safety inquiries and problems received from higher authority (DA or DOD), other Federal agencies, and subordinate elements of AMC.

(8) Develop policies and guidance for studies, research, and tests designed to provide data necessary to confirm or establish safety standards.

(9) Direct and staff supervise the AMC Aviation Safety Program and serve as point of contact on all aviation safety matters for higher authority, project managers, AMC staff, subordinate commands, field elements, other Government agencies, and non-Government representatives.

(10) Conduct annual program evaluations of aviation safety programs of subordinate installations/activities to assess compliance with safety regulations, standards, program goals, and objectives. Review corrective action to ensure adequacy.

(11) Evaluate and review technical reports of U.S. Army Aircraft Accident (DA Form 2397 series) and preliminary report of aircraft mishap (PRAM) for adequacy of findings and recommendations. Disseminate information on findings and recommendations from technical reports and selected PRAMs in mishap prevention effort.

(12) Appoint AMC aircraft accident investigation boards for all MSCs and separate activities, except for the U.S. Army Aviation Systems Command and the U.S. Army Test and Evaluation Command.

(13) Provide point of contact for matters on Safety of Flight and Safety-of-Use messages within HQ AMC.

(14) Staff supervise and coordinate all matters pertaining to airspace, terminal air navigation, and air traffic control facilities and procedures. Act as the AMC Air Traffic and Airspace Officer and accomplish duties outlined in AR 95-50.

(15) Provide the chairperson for the U.S. Army Chemical Agent and Munitions Safety Committee and support the committee with policy direction and guidance.

(16) Manage the HQ AMC Chemical Agent Safety Program to include coordination with DA Safety, Department of Transportation (DOT), DOD Explosive Safety Board (DDESB), U.S. Army Nuclear Chemical Agency, and other agencies.

(17) Monitor the implementation of Army safety rules for nuclear weapon systems within AMC.

(18) Monitor the Command Nuclear Weapon Safety Program.

(19) Manage the System Safety Engineering Program for Army materiel as required by DOD Instruction 5000.36, Military Standard 882B, and AR 385-16.

(20) Review system requirement documents, acquisition documents, and test and evaluation master plans (TEMPs) for safety adequacy. Provide recommendations to HQ AMC staff.

(21) Review type classification actions and develop command safety position.

(22) Review command product improvement proposals (PIPs) to assure proper classification relative to safety impact.

(23) Provide a voting member on AMC Material Release Boards.

(24) Provide AMC HQ voting representative to Army Fuze Safety Review Board.

(25) Provide an AMC representative on Army System Safety Coordinating Panel, Technical Subpanel.

(26) Serve as single point of contact for the command with representatives of industry, Government agencies, and foreign governments on system safety matters.

(27) Staff supervise the AMC Health Physics (Radiation Safety) Program in support of Army ionizing and electromagnetic radiation devices supplied by AMC.

(28) Staff supervise the AMC Research Reactor Safety Program.

(29) Provide the AMC member to the U.S. Army Nuclear Reactor Systems Health and Safety Review Committee.

(30) Develop DA guidelines and provide technical advice for environmental radiological monitoring (ENRADOM) of nuclear reactor facilities. Review and coordinate individual reactor ENRADOM programs with appropriate Federal, DA, State, and local Government agencies.

(31) Manage the Army's program for licensing and control of ionizing radiation sources, excluding those for human use, nuclear weapons, reactors. Provide Army approval of all applications for Nuclear Regulatory Commission (NRC) licenses, DA radioactive material authorizations, and DA permits.

(32) Provide DA approval of transfer of Army radioactive materials to non-Army agencies including security assistance to foreign governments and surplus sales/donations.

(33) Provide DA approval for non-Army agencies to use radioactive materials and radiation devices on Army property (title 32, part 655).

(34) Coordinate with Army staff on control and safety implications which pertain to storage, accountability, classification, and transfer of items of issue incorporating radioactive materials and having Army-wide distribution.

(35) Establish and effect interservice coordination of policies and procedures for control of radioactive commodities in the DOD supply system.

(36) Staff supervise the Army Ionizing Radiation Dosimetry Program. Review procedures and provide guidance to measure, record, control, and report exposures received by personnel as a result of Army use of radioactive materials and other sources of ionizing radiation in compliance with Federal and Army regulations.

(37) Staff supervise the DA Radioactive Material Disposal Program. Ensure resources, sales, donations, waste generation/disposal comply with Federal, State, and international requirements.

(38) Develop guidelines and provide technical guidance for--

(a) Environmental radiological monitoring.

(b) Compliance with Federal radiological contamination control regulations.

(c) Environmental protection regulations relative to radioactive material licenses to protect the work force and the public.

(d) The environment during AMC use of sources as tools or during development of radiation sources, radioactive material devices, lasers, and non-ionizing devices.

(39) Develop guidelines for incorporation of environmental consideration in the safety review of drawings, plans, and specifications for new construction. Also, ensure engineering requirements for systems, subsystems, and equipment are in compliance with environmental objectives.

(40) Provide safety guidance pertaining to radioactive and toxic materials management, including storage, handling, transport, and disposal.

(41) Develop basic safety policies and standards for the design, decontamination, production, testing, movement, maintenance, renovation, storage, and disposal of explosives, ammunition, weapons, chemical munitions, missiles, and other materiel supplied the Army by AMC.

(42) Staff supervise technical support to the Commander, U.S. Army Training and Doctrine Command, in maintaining Army Range Safety Standards (AR 385-6 and AR 385-62).

(43) Staff supervise Army approval authority in establishing hazard classifications for manufacturing, handling, storage, and transportation of AMC hazardous items.

(44) Provide AMC safety representation to DDESB and other work groups and committees established to develop or standardize DOD or Army safety policies.

(45) Represent the Command on the Joint Army-Navy-National Aeronautic and Space Administration-Air Force (JANNAF) Propulsion Systems Hazard Subcommittee New Weapons Program Issues Panel.

(46) Review and evaluate requests for waivers/exemptions of explosive-related policies and standards and recommends approval/ disapproval of same to AMC Chief of Staff.

(47) Establish priorities, goals, and objectives for reducing and eliminating occupational accidents, injuries, and illnesses.

(48) Manage the AMC Safety Awards Program.

(49) Manage and provide functional supervision over all aspects of the Safety Career Program in AMC.

(50) Provide technical guidance on safety training programs to the DCS for Personnel (DCSPER), HQ AMC.

6-12. Office of Equal Opportunity. The mission of the Office of Equal Opportunity (OEO) is to manage and direct the Equal Opportunity (EO) and Equal Employment Opportunity (EEO) programs, policies, and operations for the Commander, AMC.

6-13. Equal Opportunity Branch. The mission of the Equal Opportunity Branch is to --

a. Plan and manage the Affirmative Action Program in order to assure equal opportunity throughout AMC for all military personnel.

b. Serve as the principal adviser to the Commanding General and Chief of Staff for EO to assist in the accomplishment of the AMC mission.

c. Develop policy and guidance to assure that proper resources are provided for mission accomplishment.

d. Monitor and assess the EO climate of AMC to assure fair treatment of military personnel.

e. Manage EO training to keep the work force informed of the current policies and initiatives of EO.

f. Conduct program evaluations to ensure EO regulatory requirements are met at MSCs.

6-14. Equal Employment Opportunity Branch. The functions of the Equal Employment Opportunity Branch are to--

a. Serve as principal advisor to the Commanding General and Chief of Staff to assist in the accomplishment of the AMC mission and for EEO complaints and special emphasis programs--

(1) Federal Women's Program (FWP).

(2) Hispanic Employment Program (HEP).

(3) Black Employment Program.

b. Develop policy and guidance to assure that proper resources are provided for mission accomplishment.

c. Conduct program evaluations to ensure EEO statutory and regulatory requirements are met at MSCs.

d. Process complaints arising throughout AMC that must be decided in the Headquarters.

e. Direct and manage the EO Executive Training Program throughout AMC to ensure top management involvement in understanding and support of EEO programs.

f. Plan and manage the Affirmative Action Program in order to assure equal opportunity throughout AMC for all civilian personnel.

g. Serve as principal advisor to the Commanding General and Chief of Staff for EEO Affirmative Action Program and HEP to assist in the accomplishment of the AMC mission.

h. Conduct program evaluations to ensure EEO statutory and regulatory requirements are met at MSCs.

i. Oversee the complaints processing system to ensure compliance with statutory and regulatory requirements.

6-15. Office of the Inspector General.

a. The mission of the AMC Inspector General (IG) is to inquire into and report upon matters that pertain to the performance of mission and the state of discipline, efficiency, and economy within AMC; coordinate IG activities throughout AMC; and perform such other duties as are required by law and regulations or as directed by the Commanding General.

b. Functions. The functions of the Office of the Inspector General are to--

(1) Provide guidance to the IGs of MSCs to assure unity of effort, efficiency, and to resolve problems.

(2) Inform AMC staff on IG activities, policies, and procedures to promote understanding and cooperation.

(3) Maintain liaison with other IG offices to resolve issues of mutual concern.

(4) Advise the Commanding General and the Chief of Staff on effectiveness, economy, and discipline within AMC.

(5) Direct and control the AMC IG Activity, ensuring inspections, investigations, assistance, and follow-up are accomplished in an efficient and effective manner.

(6) Program and manage personnel and dollars to assure efficient use of resources.

6-16. Office of the Surgeon.

a. The mission of the Office of the Surgeon is to provide policy and guidance to HQ AMC and subordinate elements on all medical matters.

b. Functions. The functions of the Office of the Surgeon are to--

(1) Serve as the single point of contact in HQ AMC for medical policy and technical medical guidance to assure conformance with medical doctrine and practices.

(2) Provide guidance concerning establishment and maintenance of occupational and environmental health program (health care, sanitation, occupational medicine, industrial hygiene, entomology/pest management, environmental health engineering, radiation health)

related to industrial operations and installation environments to assure the health and well-being of AMC personnel.

(3) Evaluate and monitor established programs through staff visits, inspections, and review of health reports to assure compliance with statutory and regulatory requirements.

(4) Audit installation medical programs to assure adequacy and conformance with U.S. Army Health Services Command (HSC)/AMC memorandum of understanding (MOU).

(5) Coordinate medical care, preventive medicine, environmental health, and pollution matters with the Office of the Surgeon General and HSC, as appropriate, to assure consistency with established medical practices or to develop new medical guidance.

6-17. Office of the Chaplain.

a. The mission of the Office of the Chaplain is to--

(1) Provide religious support to the Command.

(2) Advise the Command Group and staff on all matters in which religion impacts upon Command programs, personnel, policies, and procedures so as to assist the Command in the accomplishment of its mission.

(3) Provide technical supervision for religious program implementation at the installation level.

(4) Direct and coordinate all religious activities and their support.

(5) Develop plans and policies for Command-wide Unit Ministry Team (UMT).

(6) Provide a comprehensive religious program that is positively responsive to the total work force in AMC.

b. Functions. The functions of the Office of the Chaplain are to--

(1) Serve as a Special Staff Officer with direct access to the Commander.

(2) Serve as advisor to the Command Group and staff on matters pertaining to religion, morals/ethics, and morale as they influence mission accomplishment within AMC.

(3) Exercise staff supervision and direction over subordinate UMT activities through policy guidance, pastoral assistance/staff visits, inspections, and administrative support.

(4) Ensure that Chaplain/UMT activities are integrated into the overall program of the Command.

(5) Develop, coordinate, evaluate, and advise on UMT personnel requirements.

(6) Maintain liaison with --

(a) Office, Chief of Chaplains (HQDA).

(b) Other MACOM chaplains.

(c) U.S. Army Chaplaincy Service Support Agency.

(d) U.S. Army Chaplain Center and School.

(e) U.S. Total Army Personnel Agency.

(f) Civilian clergy.

(g) Ecclesiastical endorsing agents.

(h) Chaplains of other Armed Forces on all matters pertaining to AMC chaplain personnel and support requirements.

(7) Consolidate all reports required of chaplains by AMC and higher headquarters.

(8) Develop plans, programs, and budgets for Command-wide UMT activities within the policies of HQDA and the AMC Commanding General.

(9) Coordinate and conduct professional development training for UMT personnel, including both active duty and reservists.

(10) Monitor and advise subordinate UMTs on all monetary (both appropriated and nonappropriated funds) issues.

(11) Monitor and advise subordinate UMTs on TAADS documents and other force structure requirements.

(12) Monitor the mobilization posture of the subordinate UMTs and develop UMT portion of the HQ AMC mobilization plan.

(13) Evaluate IG, Congressional, and other inquiries/reports on installations and activities reporting to HQ AMC that reflect problems or deficiencies in the religious/moral/ethical, morale and quality of life dimensions of the command and propose solutions.

(14) Monitor and advise command on religious facility construction, renovation, utilization, and disposition.

(15) Monitor and advise subordinate UMTs on Chaplain Automated Religious Support System (CARSS) and other information system issues.

(16) Provide program review and analysis of all UMT activities for the AMC Commanding General.

(17) Exercise a prophetic and caring ministry for the total AMC work force by determining where the system, as well as individuals, is hurting and then proposing solutions.

(18) Serve on Chief of Chaplains proponency councils and boards in order to assist him in the development of official, Army-wide training, manning, mobilization, combat development, ecclesiastical logistics and religious facility construction policies and doctrine for chaplains and chaplain assistants.

(19) Serve as pastor to HQ AMC personnel and as pastor to subordinate UMT members.

6-18. Office of the Command Counsel. The mission of the Office of the Command Counsel is to serve as legal advisor to the Commanding General, AMC, and members of the CG's staff, and to act as principal legal advisor to AMC subordinate commands, installations, and field activities in the areas of law and patents. The Command Counsel also --

a. Maintains and supervises an effective legal system to ensure that subordinate activities have the required legal services.

b. Serves as the coordinator and monitors all AMC actions concerning procurement fraud and procurement irregularities, including responsibility to provide direction to AMC separate staff offices and subordinate activities to ensure appropriate action.

c. Serves as functional chief of the Attorney/Patent Advisor Career Program.

d. Serves as initial denial authority (IDA) on Freedom of Information Act (FOIA) requests for records concerning AMC procurement.

6-19. Plans and Operations Office.

a. The mission of the Plans and Operations Office is to perform planning, programming, and administrative actions supporting the AMC legal system.

b. Functions. The functions of the Plans and Operations Office are to--

(1) Serve as coordinator for attorney and patent advisor career program. Develop, coordinate, and recommend policy and procedural guidance relating to the management of the attorney and patent advisor career programs with regard to manning, training, and the career referral system to the Command Counsel.

(2) Develop, maintain, and coordinate with the Training Committee for Command Counsel, a system for the continuing legal education and training of the civilian and military professional staff throughout AMC.

(3) Develop, review, and coordinate with other appropriate elements plans and programs pertaining to organizational management concepts and staffing of AMC legal offices.

(4) Be responsible for liaison with Judge Advocate General's (JAG's) Corps (Career Management Division) with respect to programs affecting the assignment and training of military personnel.

(5) Develop plans and procedures for improving effective operation of all AMC legal offices.

(6) Evaluate operating reports of a non-legal nature prepared by field legal offices, and recommend appropriate action as required.

(7) Establish and maintain contact with law schools, bar associations, Government legal offices, and field offices as sources for recruitment.

(8) Prepare special studies and reports for higher authority, as required.

(9) Coordinate mobilization and contingency plans for providing legal services.

(10) Provide administrative support for the Command Counsel.

(11) Develop, plan, and coordinate all budget and fiscal matters involving Command Counsel activities.

(12) Develop and maintain duplicate emergency files according to DARCOM-R 340-1.

(13) Coordinate requests for material for all AMC field law libraries, and maintain HQ AMC law library.

(14) Serve as focal point for dissemination of all approved bid bonds.

(15) Prepare for and manage conferences required to be held by the Command Counsel.

(16) Evaluate IG, USAAA, GAO, and other reports on installations and activities reporting to HQ AMC which reflect problems or deficiencies relating to functions and initiates or directs corrective action.

6-20. Personnel Law/Litigation Division.

a. The mission of the Personnel Law/Litigation Division is to provide legal services, advice, counsel, and act as agency representative on matters of civilian personnel, labor relations, equal employment opportunity litigation, contract claims before the Armed Services Board of Contract Appeals, torts, bankruptcy, admiralty, protests of automated data processing equipment (ADPE) procurement before the General Services Board of Contract Appeals, contractor labor and employee relations, and wage and hour requirements contained in Government contracts.

b. Functions. The functions of the Personnel Law/Litigation Division are to--

(1) Provide legal advice, opinions, and services including trial services incident to --

(a) All civilian personnel, labor relations, and equal employment opportunity law issues.

(b) In the area of personnel law, this includes--

1. Recruitment and placement.

2. Pay and benefits.

3. Activities of civilian employees and discipline.

4. Supervisor-subordinate relationships.

5. Performance standards and evaluation.

6. Leave administration.

(c) In the area of labor relations --

1. Review of collective bargaining negotiating agreements.

2. Respond to inquiries on use of official time by union officials.

3. Represent management in unfair labor practice proceedings.

(d) In the EEO area--

1. Advice on affirmative action initiatives.

2. Sexual harassment.

3. Burden of proof responsibilities in discrimination complaints processing.

4. Interpretation of Army, DOD, and EEO Commission (EEOC) regulations.

5. Coordination of inquiries by and managing investigations required by the Office of Special Counsel, U.S. Merit Systems Protection Board.

(e) Agency representation for administrative proceedings before the Merit System Protection Board, Federal Labor Relations Authority, Federal Service Impasses Panel, Federal arbitration hearings, EEOC, and the U.S. Army Civilian Appellate Review Agency.

(f) Agency representation before the General Services Administration (GSA) Board of Contract Appeals for protests of ADPE procurements.

(2) Provide legal advice, opinions, and services incident to the processing of contract claims before the Armed Services Board of Contract Appeals. Closely coordinate AMC field attorney-chief trial attorney relationships on Armed Services Board of Contract Appeals (ASBCA) cases to include participation as trial attorney, preparation of documents, witnesses, briefs, and negotiation of proposed settlements.

(3) Render legal advice and counsel on all litigation matters regardless of subject matter (except those relating to intellectual property) within AMC. Coordinate requests for witnesses, records, representation in personal liability suits, and other data emanating from the Department of Justice (DOJ), the Office of the JAG, and courts of competent jurisdiction as required for these matters. Also, assist DOJ and U.S. Attorneys in trial of cases, when requested.

(4) Control, coordinate, and evaluate all reports of inquiry for the U.S. Department of Labor (DOL) on issues of wage and hour violations by Government contractors. Invoke remedies such as debarment, suspensions, and imposition of liquidated damages for sustained violations.

(5) Control, coordinate, and act upon contractor employee and labor union picketing, striking, work stoppages, and furloughs by contractor employees to include preparation of reserve gate plans to continue the free flow of travel onto and off the installation.

6-21. Military Law/Legal Services Division (Command Staff Judge Advocate).

a. The mission of the Military Law/Legal Services Division is to--

(1) Advise the Commanding General, AMC, and the Command Group on all matters pertaining to military criminal law, military administrative law, procurement fraud, legal assistance, and claims.

(2) Provide legal services and assistance in matters involving--

(a) Military justice.

(b) Standards of conduct and conflict of interests.

(c) Professional ethics.

(d) Procurement fraud.

(e) Military personnel law.

(f) Environmental law.

(g) Taxation.

(h) All aspects of property law, both real and personal.

(i) Administrative law.

(j) FOIA requests.

(k) Claims against the Government except contract and patent infringement claims.

(l) Legal assistance to military personnel.

(m) Congressional inquiries.

(n) Proposed legislation.

b. Functions. The functions of the Military Law/Legal Services Division (Command Staff Judge Advocate) are to--

(1) Advise and provide opinions on the application of Federal, State, and local statues, Executive Orders, directives, and regulations relating to environmental protection, enhancement, and pollution abatement. Negotiate agreements required by statute on environmental matters with state environmental agencies and the Environmental Protection Agency. Represent AMC before Federal, State, and local regulatory bodies, as necessary. Initiate liaison with these agencies on legal matters pertaining to the environment. Coordinate and monitor Command-wide environmental legal services.

(2) Analyze, for legal sufficiency, reports of AMC Boards of Officers, including those appointed pursuant to AR 15-6. Evaluate all reports of investigation involving criminal conduct, including fraud and other irregularities. Provide legal advice and guidance concerning matters raised in reports of investigating agencies, such as DA IG and Auditor General, Provost Marshal and Security Offices, Congressional committees, Federal Bureau of Investigation, and other agencies external to AMC.

(3) Establish procedures and provide legal advice and assistance on all matters involving standards of conduct and conflict of interests. Be responsible for the AMC ethics program, including being the proponent of policy and procedures to ensure compliance with statutes and regulations. Conduct the financial disclosure reporting program for HQ AMC, and monitors MSC compliance. Prepare binding agency opinions as to the applicability of post-employment restrictions to individuals under 10 U.S.C 2397b. Establish policies and procedures to screen business visitors to preclude violations of conflict of interest laws.

(4) Provide advice and opinions to the Commanding General and the command group on matters relating to the organization, operation, functions, and employment of AMC and the Commander's authority as General Court-Martial Convening Authority.

(5) Exercise staff supervision over the military criminal law within AMC.

(6) Provide legal assistance to military personnel assigned or attached to AMC and furnish legal assistance services to retired military personnel and their dependents.

(7) Monitor the claims program (except procurement and patent infringement claims) for AMC. Process, adjudicate, and approve payment of claims against the Government, arising out of the operations and activities of the Army, to include tort claims, maritime claims, and injury to individuals, or property lost or damaged incident to service. Initiate claims on behalf of the Government for damage to and loss of Government property, and for medical care furnished by or at the expense of the Government. Receive and process claims against the Government by individuals.

(8) Review for legal sufficiency, bailments, disposals, exchanges, gifts to the United States, loans of Government property for disaster relief, and authorized support for non-DOD and non-Government agencies and organizations.

(9) Advise on Federal jurisdiction over military reservations (installations and activities) under the command and control of the Commanding General, AMC, and legal aspects of acquisition or real estate and use thereof. Furnish legal advice on acquisition, construction, repair, modification, and maintenance of Government real estate and buildings thereon.

(10) Prepare reports on legislative bills, initiate and coordinate proposed legislation, and prepare replies to Congressional inquiries. Update list of proposed emergency legislation and executive documents required by AMC for use during emergencies.

(11) Provide tax counsel as it impacts the procurement mission of AMC. Involved in staff supervision of tax disputes with the 50 states and Internal Revenue Service. Issues include reimbursability to contractor of excise taxes imposed upon contractors by reasons of performance of AMC contracts. Effect liaison with Justice Department, JAG, contractor counsel, and AMC attorneys in the field.

(12) Establish policies and procedures, and coordinate the fraud program. Review all MSC recommendations for suspension and debarment. Serve as AMC point of contact for HQDA and DOJ procurement fraud officials. Assist MSC procurement fraud advisors by monitoring their activities and by providing timely dissemination of developments in policy, statute, or case law concerning procurement fraud. Maintain liaison with those U.S. Attorney's officers conducting active civil or criminal fraud cases involving AMC contractors.

(13) Provide advice to HQ AMC on Freedom of Information and Privacy Act questions. Review recommendations for denial of information on such requests or fee waiver requests and prepare final actions on such requests for Command Counsel as delegate of Commanding General, the IDA. Process, review, and comment on appeals of such denials liaison with the CID, DCIS, and other investigative agencies.

(14) Review for legal sufficiency, reports of survey and investigations of security violations. Provide advice and assistance on non-appropriated fund questions, military personnel law issues, and other matters pertaining to the operation and function of a HQ activity and a major Army command.

6-22. Procurement Law Division. The mission of the Procurement Law Division is to provide legal service and advice involving the worldwide administration and execution of AMC procurement programs and the use of appropriated and nonappropriated funds therefor.

6-23. Acquisition Law Branch. The functions of the Acquisition Law Branch are to--

a. Perform legal review of and render advice concerning --

(1) Contract matters, such as formal source selection, acquisition plans, justifications and approvals, invitations for bid, requests for proposals/quotations, negotiations, evaluation of bids and proposed awards, preparation of contract forms, standard and special contract clauses, deviations from regulations, contract modifications including novation and change of name agreements, approvals of awards, and secretarial notations.

(2) Contracting policies and procedures such as commercial activities, small business, labor surplus, disaster areas, Buy American Act, balance of payments, Program Executive Officer, Defense Enterprise Programs, Arsenal Act, Industrial Mobilization Base, and Government-Owned-Contractor-Operated facilities.

(3) Contract types, such as service contracts, facilities contracts, small purchases procedures, ADPE procurement, management engineering, and indemnification against extra hazardous risks.

(4) Special research and development problems, such as broad agency announcements, proposal evaluation and source selection, grants, and procurement of scientific and technical knowledge.

(5) Interpretation, implementation, and initiation of changes to procurement regulations, such as the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Army FAR Supplement (AFARS), and AMC FAR Supplement.

(6) The planning and execution of programs involving major weapons systems, including legal advice to source selection advisory counsels and source selection authorities.

(7) Interdepartmental, interservice, and interagency transactions, including activities with the Energy Department and the NRC, Military Interdepartmental Purchase Requests, and Economy Act Orders.

(8) Organizational conflicts of interest.

(9) Industry integration and advisory committees.

(10) Acquisition of new production equipment and/or special tooling at the expense of the Government, including provisions to be included in requests for proposals and invitations for bids concerning the utilization of Government facilities and special tooling; disposition of production equipment no longer needed.

(11) Delegations of authority to the Commanding General, AMC, and to head of procuring activities and redelegations thereof.

(12) Contract termination and settlement agreements, including acquisition and disposal of termination inventory.

(13) Mistakes in bid.

(14) Requests for extraordinary contractual relief, including presentations to the Army Contract Adjustment Board.

b. Furnish legal representation for source selection advisory counsels, HQ AMC Materiel Acquisition Review Board, and the DFARS subcommittees.

c. Plan and execute the AMC procurement law mission, which includes development and implementation of policy, plans, programs, procedures, and training relating to the AMC procurement legal mission.

d. Provide replies to Congressional inquiries covering functional responsibilities.

6-24. Protest Branch. Major duties involve the defense and resolution of bid protests filed at GAO and to--

a. Provide legal advice, both oral and written, and protest control, coordination, evaluation, defense, and resolution to elements of DA, HQ AMC, AMC subordinate commands, and others regarding GAO bid protests. This includes--

(1) Research and identify factual and legal issues and applicable law and regulations, policies, precedents, and alternatives that result in the expeditious processing and resolution of GAO bid protests.

(2) Representation of Army at both informal and formal (fact-finding) GAO conferences and hands-on participation in representation regarding protests subsequently removed to Federal court.

b. Handle other aspects of protested procurements, as appropriate; e.g., draft responses to Congressional inquiries; brief Congress/staffers regarding protests; advise field and higher headquarters (protesters, awardees, other interested parties and their attorneys; where appropriate) regarding protest corrective action and procurement lessons learned from protests; participate in video and other conferences regarding protests.

6-25. Fiscal/International Branch. Major duties include the legal review of and advice concerning--

a. Contract cost and pricing matters, such as allowability of costs, price redetermination, incentives, award fees, escalation, overhead rate negotiations, and agreements relating to independent research and development and bid and proposal costs.

b. Contract financing, including advance payments, progress payments, and assignment of claims.

c. Availability, obligation, and disbursement of both appropriated and nonappropriated funds.

d. Performance, payment, and other bonds; consent of surety; insurance; and indebtedness.

e. External audit reports of GAO, USAAA, Office of Management and Budget, and other fiscal and financial reports submitted to AMC.

f. Responsibility for all legal aspects of foreign military sales (FMS) cases, international logistics problems, co-development and co-production agreements, grant-aid, and off-shore procurement.

g. International agreements, including MOUs, memoranda of agreement (MOAs), and other international agreements having legal consequences for DOD. This branch reviews draft provisions and prepares legal memoranda in support thereof, as required. They also participate in negotiations of MOUs and MOAs when required.

h. Report of discrepancy by FMS country. This branch prepares legal position and presents alternative solutions and recommendations, including requests to use administrative funds.

i. Munitions cases request to State Department for export license. This branch reviews recommendations and provides legal memoranda, advice, and assistance, as required.

j. Responsibility for all legal aspects of actions pertaining to international research and development, rationalization, standardization, interoperability, and North Atlantic Treaty Organization (NATO) logistics.

k. Responsibility for all legal aspects for leases of materiel to foreign countries.

l. Responsibility for all legal aspects pertaining to sales of Government-furnished equipment to U.S. contractors that will be incorporated into end items for direct commercial sales for foreign countries.

6-26. Intellectual Property (IP) Law Division.

a. The mission of the IP Law Division is to--

(1) Establish AMC policy, staff supervise, and provide legal services and advice on all matters involving IP, including inventions, patents, trade secrets, copyrights, trademarks, technical data, semi-conductor chip rights, foreign licensing, domestic and foreign technology transfer, and other international programs involving proprietary rights.

(2) Develop, maintain, and coordinate the IP program of AMC and provide Congressional replies to inquiries covering functional responsibilities of the division.

b. Functions. The IP Law Division are to--

(1) Staff supervise the implementation of the Presidential Patent and Technology transfer policies of 1953, 1971, 1984, and 1987, and DOD, DA, and AMC policies pertaining to all forms of IP.

(2) Provide advice regarding investigation and settlement of data rights problems; negotiate and prepare agreements for the purchase of necessary data rights or technical data packages; assist DOJ in suits against the Government involving alleged misuse of data.

(3) Establish policies for all AMC with respect to IP matters, and assist higher authorities in policy formulation.

(4) Staff supervise the solicitation of patent application for all AMC activities.

(5) Provide support to and from the U.S. Patent Office in furtherance of the patent mission.

(6) Establish policies and staff supervise the contractor invention follow-up for all AMC research and development contracts.

(7) Provide, for all AMC activities, the focal point support for the foreign filing program, the security protection and review of patent applications, and the funding of patent activities in the U.S. Patent and Trademark Office.

(8) Provide legal advice on all types of IP problems relating to AMC procurement, such as patents, copyrights, semi-conductor chip rights, trademarks, trade secrets, rights in data, confidential agreements, unsolicited proposals, and data management.

(9) Provide legal advice on all aspects of munitions cases; review proposed agreements that provide for export by private parties of technical data to foreign recipients.

(10) Provide legal advice on propriety of royalty charges under AMC contracts, based upon utilization of patents and data.

(11) Provide IP legal advice with respect to off-shore research and development, procurement and production, NATO standardization agreement, data exchange agreements, and other cooperative agreements with foreign governments and entities.

(12) Provide for all AMC activities the focal point support for IP legal and policy advice with respect to domestic and foreign technology transfer activities authorized under the Federal Technology Transfer Act of 1986 and related Presidential Executive Order.

6-27. Reserve Components (RC) advisors. An Army National Guard (ARNG) colonel and a U.S. Army Reserve (USAR) colonel serve this Command as senior advisors and representatives of their respective components. An ARNG sergeant major (SGM) serves as senior enlisted advisor for RC.

a. The mission of the RC advisors is to provide advice, assistance, and expertise to the Commanding General, Deputy Commanding Generals, AMC staff, and subordinate commands on all matters pertaining to or impacting upon the ARNG and/or the USAR and to serve as central focal point for ARNG- and USAR-related policy matters within HQ AMC.

b. Functions. The responsibilities of the RC advisors are to--

(1) Participate actively in the formulation, coordination, and administration of policies, plans, programs, and regulations pertaining to or impacting upon the ARNG and/or the USAR within the AMC area of responsibility.

(2) Serve as the official principal point of contact for HQ AMC and subordinate commands with the National Guard Bureau (NGB) and the Office, Chief Army Reserve.

(3) Provide advice and assistance in the development, formulation, and review of plans, programs, and studies concerning readiness, equipping, logistics support, and training assistance to the RC.

(4) Monitor the scheduling, use, and training provided to units of their specific component during annual training and inactive duty training at AMC installations and activities.

(5) Participate actively in the development and implementation of programs that ensure command-wide awareness and support of the RC, including the affiliation and mutual support programs.

(6) Provide advice and assistance for the use of RC elements in the development and implementation of the Command's mobilization and emergency plans.

(7) Assist in the development and review of mobilization stationing plans for RC units at AMC installations/activities.

(8) Prepare and present briefings on the mission, role, capabilities, and requirements of the ARNG/USAR and the AMC support program for the RC to newly assigned depot commanders, logistic assistance officers, and other senior commanders and key staff officers of AMC commands/activities.

(9) Act as project officer for specific AMC programs and/or projects involving the RC.

(10) Monitor the current readiness posture of ARNG/USAR units, with emphasis on early mobilizing and deploying units. Recommend action as appropriate to enhance materiel readiness.

(11) Coordinate with appropriate HQ AMC staff elements and/or materiel readiness commands in expediting delivery of essential items of equipment needed by ARNG/USAR units for training or to attain the required equipment on-hand readiness condition.

6-28. Special Projects Office-- Armored Family of Vehicles Integration Group.

a. The mission of the Special Projects Office - Armored Family of Vehicles (AFV) Integration Group is to facilitate, integrate, and coordinate AMC support to the AFV Task Force (AFVTF), and to provide rapid response, review, analysis, and evaluation of specified issues as designated by the Commanding General, AMC.

b. Functions. The functions of the Special Projects Office-- AFV Integration Group are to--

(1) Serve as single point of contact for AFV activity interfacing directly with the AFVTF; Assistant Secretary of the Army for Research, Development, and Acquisition (SARD); Deputy Chief of Staff for Operations; and TRADOC.

(2) Integrate and coordinate AMC input to AFVTF regarding technological opportunity, technical data, cost, program structure, logistical support, engineering support, analyses, manufacturing, test and evaluation, contracting support.

(3) Develop and defend AMC positions relative to AFV. Represent AMC in decision fora.

(4) Serve as development and manufacturing advisory body to the Director, AFVTF.

(5) Serve as AMC point of contact and integrating office for TRADOC studies defining future battlefield concepts and materiel capability requirements. Current projects are Air Land Battle-Future Special Study Group and the Army War College Close Combat Student Group.

(6) Perform Red Team review, analysis, and evaluation of time sensitive or controversial issues as designated by the Commanding General, AMC.

(7) Maintain cognizance of current, planned, or proposed materiel activities relating to the close combat heavy force.

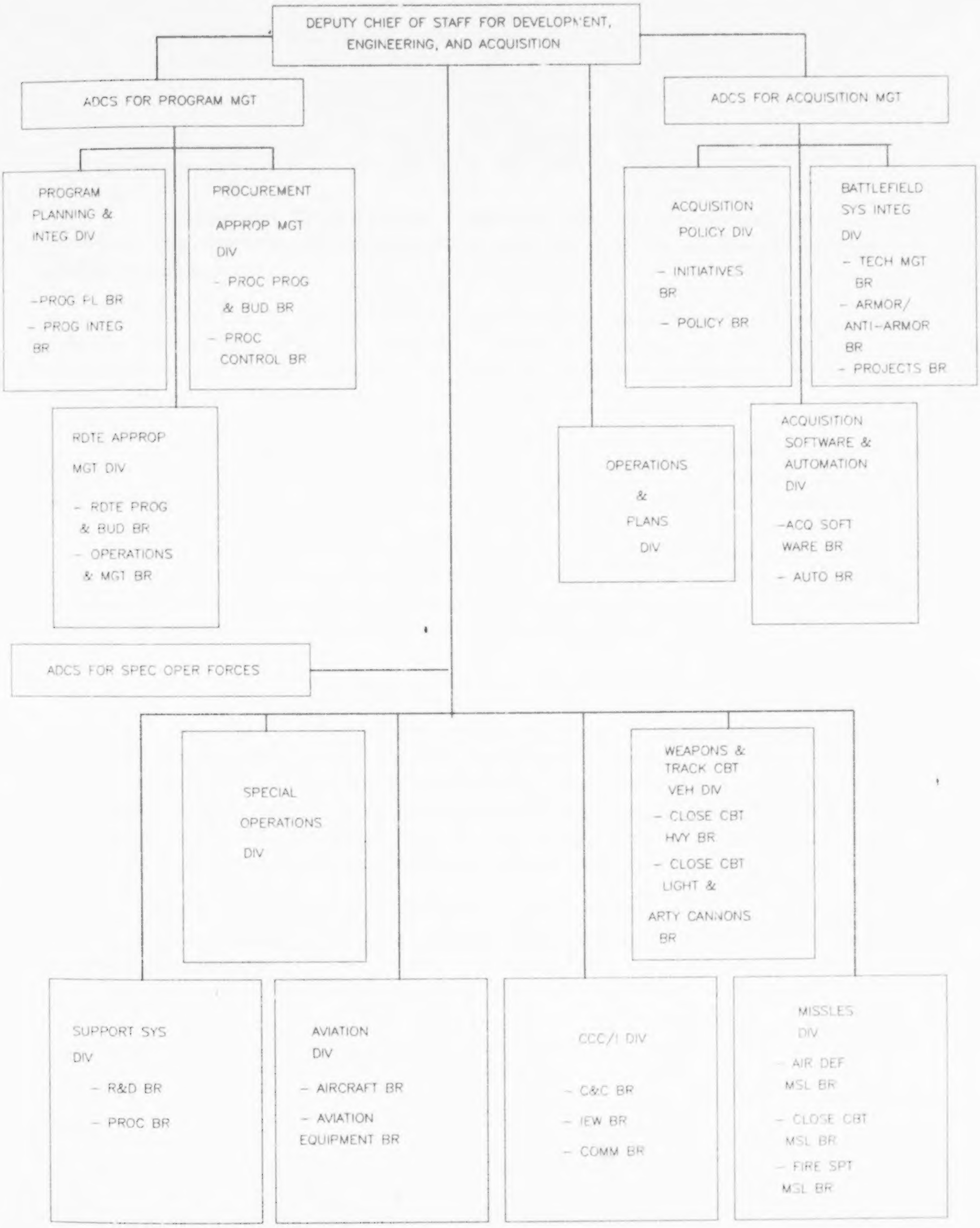
(8) Facilitate dialogue between user proponents and AMC development project proponents to promote crosswalks between stated needs and research activities.

(9) Maintain linkage with development activities ongoing in national laboratories, other Services, and industry.

(10) Perform other duties as directed.

CHAPTER 7

DEPUTY CHIEF OF STAFF FOR DEVELOPMENT, ENGINEERING, AND ACQUISITION


DEPUTY CHIEF OF STAFF FOR DEVELOPMENT, ENGINEERING, AND ACQUISITION
ADCS FOR PROGRAM MGT
ADCS FOR ACQUISITION MGT
PROGRAM PLANNING & INTEG DIV
-PROG PL BR
- PROG INTEG BR
PROCUREMENT APPROP MGT DIV
- PROC PROG & BUD BR
- PROC CONTROL BR
ACQUISITION POLICY DIV
- INITIATIVES BR
- POLICY BR
BATTLEFIELD SYS INTEG DIV
- TECH MGT BR
- ARMOR/ ANTI-ARMOR BR
- PROJECTS BR
RDTE APPROP MGT DIV
- RDTE PROG & BUD BR
- OPERATIONS & MGT BR
OPERATIONS & PLANS DIV
ACQUISITION SOFTWARE & AUTOMATION DIV
-ACQ SOFT WARE BR
- AUTO BR
ADCS FOR SPEC OPER FORCES
SPECIAL OPERATIONS DIV
WEAPONS & TRACK CBT VEH DIV
- CLOSE CBT HVY BR
- CLOSE CBT LIGHT & ARTY CANNONS BR
SUPPORT SYS DIV
- R&D BR
- PROC BR
AVIATION DIV
- AIRCRAFT BR
- AVIATION EQUIPMENT BR
CCC/I DIV
- C&C BR
- IEW BR
- COMM BR
MISSLES DIV
- AIR DEF MSL BR
- CLOSE CBT MSL BR
- FIRE SPT MSL BR

CHAPTER 7

OFFICE OF THE DEPUTY CHIEF OF STAFF FOR DEVELOPMENT, ENGINEERING, AND ACQUISITION

7-1. The Deputy Chief of Staff for Development, Engineering, and Acquisition (DCSDEA). The mission of the DCSDEA is to--

a. Manage all development, engineering, procurement, and product improvement programs for assigned U.S. Army Materiel Command (AMC) systems.

b. Serve as program manager for Procurement Appropriation, Army (PAA); governing weapons systems, missiles, communications, and equipment (excluding ammunition and PAA-funded secondary items); also, serve as PAA appropriation manager.

c. Serve as program manager for Research, Development, Test, and Evaluation (RDTE) Appropriation, Army; covering all weapons systems and equipment; also, serve as the RDTE appropriation manager.

d. Provide AMC staff leadership for program review and analysis for RDTE and procurement programs, and coordinate with Headquarters, Department of Army (HQDA), and Office of the Secretary of Defense (OSD) on matters of program, budget, and policy.

e. Serve as the DA appropriation director for Other Procurements, Army, Budget Activity 1 (APE-1); tactical and support vehicles, and Budget Activity 3 (OPA-3); other support equipment and the associated RDTE programs and budgets. Provide all Army Acquisition Executive (AAE) and Assistant Secretary of the Army for Research, Development, and Acquisition (ASA(RDA)) staff management and support functions necessary to develop, justify, provide, and review all programs and budgets in these appropriations.

f. Formulate, justify, defend, and execute the Army program and budget for assigned programs during development, procurement, and product improvement.

g. Establish systems acquisition policy and provide guidance in the management of Army programs, including the functional responsibilities associated with development, engineering, and acquisition.

h. Manage assigned AMC responsibilities for Special Operations Forces (SOF) support, including special program reviews and the development and acquisition of SOF materiel requirements. Also, supervise the U.S. Army Special Projects Support Activity at Fort Belvoir, Virginia.

i. Manage assigned AMC responsibilities for Army Development and Employment Agency (ADEA) and Low Intensity Conflict (LIC).

j. Manage Design-To-Cost (DTC), Design-For-Discard (DFD), Manpower and Personnel Integration (MANPRINT) and Materiel Change.

k. Manage and publish the Army RDA Professional Bulletin.

l. Provide AMC member and manage AMC participation, as appropriate, of selected DA/OSD boards/commissions/committees.

m. Serve as AMC proponent for information review/reports, such as Selected Acquisition Reports (SARS); Unit Cost Reports (UCRs); Defense Acquisition Executive Summary (DAES); and AMC reporting systems, such as the Program Management Systems Assessment, FLASH Reports, and the Product Improvement Management Information Report System (PRIMIRS).

n. Serve as the research, development, and acquisition member of the Army Clothing and Equipment Board (ACEB).

o. Manage assigned system Special Operations Centers.

p. Manage the Mission Area Materiel Plan (MAMP) and Long-Range Research, Development, and Acquisition Plan (LRRDAP) process.

q. Serve as a member of the Tactical/Non-Tactical Wheeled Vehicle Joint Working Group.

r. Supervise the execution of the U.S. Army, U.S. Air Force, and U.S. Marine Corps memorandum of agreement for management of research, development, and acquisition functions for the High Mobility Multi-Purpose Wheeled Vehicle (HMMWV) program. Serve as chairman of the HQDA special in-process review (IPR) decision authority.

7-2. Army RD&A Bulletin Editorial Office.

a. Mission. The mission of the Army RD&A Bulletin Editorial Office is to manage the publication of the bimonthly bulletin. The bulletin instructs members of the RD&A community relative to RD&A processes, procedures, techniques, and management philosophy, and disseminates other information pertinent to the professional develpment of the RD&A community.

b. Functions. The functions of the Army RD&A Bulletin Editorial Office are to--

(1) Edit, layout, and publish the bimonthly Army RD&A Bulletin and ensure its distribution to designated recipients.

(2) Respond to directives from the Assistant Secretary of the Army (RDA), chairman of the bulletin's editorial advisory board. The bulletin editor serves as the board's executive secretary.

(3) Revise the annual printing contract.

(4) Maintain the bulletin's distribution lists and audit, when required.

(5) Take all necessary actions to conform to postal regulations and to maintain second class mailing privileges.

(6) Attend conferences and symposiums and report on them in the bulletin. Write and solicit other feature articles for the bulletin.

(7) Respond to taskings from the Army leadership regarding publication of specific articles, preparation and presentation of briefings, special projects and reports.

7-3. Operations and Plans Division.

a. Mission. The mission of the Operations and Plans Division is to provide overall management of the Office of the DCSDEA (ODCSDEA) operations and administration.

b. Functions. The functions of the Operations and Plans Division are to--

(1) Develop and coordinate ODCSDEA portion of the AMC Mobilization Planning and Operations Execution System, and coordinate the participation in related mobilization exercises and meetings.

(2) Manage all ODCSDEA activities relating to the formulation and presentation of AMC performance indicators for use in internal and command reviews.

(3) Serve as point of contact (POC) for quarterly review and analysis (R&A) for ODCSDEA, assembling and distributing the R&A submission for ODCSDEA.

(4) Serve as POC for internal control systems for ODCSDEA.

(5) Perform administrative and personnel support functions as outlined in chapter 26, Common Functions of Administrative Offices.

(6) Serve as the ODCSDEA security officer, developing security policy and guidance, ensuring ODCSDEA compliance, and maintaining records on security clearances and classified document accountability.

(7) Program, budget, and manage those Operations and Maintenance, Army (OMA) and RDTE funds that finance civilian manpower spaces, associated cost, and special programs/projects designated RDTE/OMA within ODCSDEA.

(8) Coordinate actions/special projects which impact on more than one division within ODCSDEA and prepare ODCSDEA response.

(9) Be the ODCSDEA focal point for bilateral staff talks (AMC/U.S. Army Training and Doctrine Command (TRADOC)/U.S. Marine Corps (USMC)), quarterly general officer meetings and U.S. Army Audit Agency (USAAA), Government Accounting Office (GAO), and Inspector General (IG) audit inspection tracking.

7-4. Assistant Deputy Chief of Staff for Development, Engineering, and Acquisition for Special Operations Forces. The mission of the ADCSDE is to--

a. Serve as the principal advisor to the DCSDEA on all matters relating to SOF, LIC, and ADEA.

b. Serve as Commander, Special Projects Support Activity (SPSA), HQ AMC.

c. Direct and coordinate the activities of the Special Operations Division, ODCSDEA, HQ AMC.

7-5. Hardware divisions. The following divisions have common mission and functions related to their assigned appropriations, mission areas, and programs:

a. Aviation Division.

b. Command, Control, Communications, and Intelligence (C3I) Division.

c. Missiles Division.

d. Weapons and Tracked Combat Vehicles (WTCV) Division.

e. Support Systems Division.

f. Special Operations Division.

(1) Definitions.

(a) Program management of a system is defined as those actions that directly influence the acquisition of Army materiel systems including cost, schedule, and performance. The program manager (PM) and the program executive officer (PEO) are directly responsible for program management.

(b) Functional management is defined as those tasks that apply systematized methodologies and procedures or common standards across a number of materiel acquisition programs. These tasks include development, acquisition, engineering, testing, production, procurement, safety, logistics, resource management, legal, etc. AMC is directly responsible for functional management of Army acquisition systems and for providing support to Headquarters, Department of the Army (HQDA), major subordinate commands (MSC), PEOs, and PMs.

(2) Common missions. The common missions of the hardware divisions are to--

(a) Provide oversight and assistance in the functional management of assigned weapons systems from requirements formulation through fielding. Systems include all those in the assigned procurement appropriation and related RDTE (6.3B, 6.4, and 6.7) appropriation.

(b) Provide program management consulting support on all assigned programs to ensure balanced application of and compliance with all acquisition management policies and acquisition initiatives.

(c) Provide mission area staff management for all assigned mission areas.

(d) Provide staff management and assistance in all phases of the Planning, Programming, Budgeting and Execution System (PPBES) for assigned systems.

(e) Provide technology review and integration for all assigned systems and monitor developments in the RDTE technology base (6.1, 6.2, and 6.3A) for related systems.

(3) Common systems functional management support functions. The common systems functional management support functions are to--

(a) Serve as the principal source of technical and engineering expertise on assigned systems within HQ AMC.

(b) Monitor assigned RDTE and procurement programs.

(c) Inform the AMC leadership of significant events in the development of programs. Make recommendations on actions HQ AMC should perform to improve the management, efficiency, and effectiveness of assigned programs in both development and production.

(d) Assess the technical content of systems development, production, and product improvement programs.

(e) Provide analysis and identification of system resource, schedule,and performance deficiencies, and provide timely advice for corrective action.

(f) Provide the staff management of assigned non-PEO systems.

(g) Participate in and support assigned systems IPR by reviewing pre-IPR packages and assisting in resolving HQ AMC staff differences.

(h) Represent HQ AMC on the Materiel Acquisition Review Boards (MARBs).

(i) Develop and coordinate the HQ AMC command position on assigned Army Systems Acquisition Review Council (ASARC) systems.

(j) Provide technical review of new materiel requirements documents on behalf of DCSDEA and resolve HQ AMC staff differences on requirements issues. Conduct necessary analysis to ensure that requirements are achievable in the time specified, realistic given the state of technology, supportable, and effectively integrated.

(k) Serve as the AMC focal point for Army and intra-Department of Defense (DOD) coordination, and provide representation on inter/intra-agency, HQDA, DOD, national, and international committees/panels on matters concerned with weapon systems research, development, and acquisition.

(l) Participate in key system reviews, such as program status reviews, test working integration groups (TIWGs), in-process reviews, production readiness reviews, and joint working groups, as appropriate.

(m) Serve as the focal point for the functional reviews of all DCSs in HQ AMC on assigned systems, and coordinate responses, issues, and corrective actions.

(n) Establish and maintain communications with and provide assistance as required to the OASA(RDA), HQDA, TRADOC, PEOs, PMs, and appropriate AMC MSCs.

(o) Provide advice on international cooperative research and development, operations security, and security assistance for assigned systems.

(p) Provide technical support to the Battlefield Integration Division in the management of cross mission area programs, such as Deep Battle, Space, and Armor/Anti-Armor.

(4) Common mission area staff management (MASM) functions. The common MASM functions of the hardware divisions are to--

(a) Provide mission area staff management for assigned mission areas. Represent the mission area at meetings and conferences on behalf of HQ AMC. Provide mission area support to the MAMP and LRRDAP.

(b) Attend or conduct mission area reviews as the senior AMC representative, and provide technical and programmatic advice on all mission area systems, as required.

(c) Coordinate with TRADOC on the preparation of the Battlefield Deficiency Plan (BDP). Provide TRADOC with the AMC position on requirements documents and major studies, where applicable.

(d) Perform mission area analysis to ensure that Program Development Increment Packages (PDIPs) and Management Decision Packages (MDEPs) are properly constructed and described in relation to priorities and resources available. Ensure all systems have executable programs and reflect good business sense.

(e) Perform intra-mission area analysis to assess the overall mission area capabilities, strengths/weaknesses, and needs. Provides cross-leveling recommendations, when required.

(f) Analyze relative priorities for systems in mission areas. Provide recommendations on changes in priority and increases and/or decreases in resource allocations based on business sense, executability, and other technical factors.

(g) Provide fact sheets and related advisory/decision papers on mission area systems. Provide support to senior level reviews of individual and collective mission areas in support of allocation decisions.

(5) Common PPBES support functions. The common PPBES support functions of the hardware divisions are to--

(a) Provide staff coordination, review and assessment for actions associated with the PPBES for assigned systems.

(b) Provide advice on program balance, executability, and business sense for all assigned systems during all phases of the PPBES.

(c) Assist the responsible office in the development, justification, review, and coordination of necessary plans, programs, budgets, and support documentation for all RDTE and procurement programs and projects assigned.

(d) Provide technical expertise, assistance, and coordination in the development and execution of reprogramming requirements and decrements. Provide assistance on relative need, timing, priority, contract considerations, and senior official interest.

(e) Provide technical assistance and coordination in budget execution actions to ensure that resources are effectively utilized according to Army regulations and policies.

(6) Common technology review and integration functions are to--

(a) Maintain state-of-the-art in the development of technologies applicable to assigned systems and mission areas.

(b) Provide advice on technology integration for evolving systems, systems in development, and product improvements.

(c) Assist the U.S. Army Laboratory Command (LABCOM) in the evaluation of new technology advances in satisfying materiel deficiencies in the Battlefield Deficiency Plan, as required.

7-6. Aviation Division.

a. Mission. The specific mission of the Aviation Division is to--

(1) Provide staff management for the Aviation Procurement, Army (APA) procurement appropriation and related systems to include systems training devices.

(2) Provide staff management for aviation related RDTE systems including SOF aircraft.

(3) Provide staff management of the aviation mission area.

(4) Consult with the Intelligence and Electronic Warfare (IEW) Branch of the C3I Division on matters involving Special Electronic Mission Aircraft (SEMA). Also, consult with the Special Operations Division on matters involving SOF aircraft.

b. Function. The specific functions of the Aircraft Branch are to--

(1) Provide staff management for assigned aircraft systems.

(2) Perform duties as the Aviation Mission Area Staff Manager (MASM).

c. Aviation Equipment Branch Functions. The specific functions of the Aviation Equipment Branch are to--

(1) Provide staff management of aviation support equipment, including aviation life support equipment (ALSE), avionics, and aviation support equipment (ASE).

(2) Support the Aviation MASM.

7-7. Command, Control, Communications and Intelligence (C3I) Division.

a. Mission. The specific mission of the C3I Division is to--

(1) Provide staff management for the OPA Budget Activity 2 (OPA-2) appropriation and related systems to include system training devices.

(2) Provide the staff management for all OPA-2-related RDTE (6.3B, 6.4, and 6.7) systems.

(3) Provide the staff management of the command, control, communications and IEW mission areas.

(4) Coordinate the staff management of assigned systems with the Office, Director of Information Systems for Command, Communications and Computers (ODISC4) and the U.S. Army Information Systems Command (ISC).

(5) Consult with the Aviation, Missiles, WTCV, and Support Systems Divisions on related systems supported by the OPA-2 Procurement account. Support other MASMs, as appropriate.

b. Command and Control Branch Functions. The specific functions of the Command and Control Branch are to--

(1) Monitor and provide liaison with ISC for sustaining base and information management systems programs.

(2) Monitor and coordinate the integration of all Battlefield Functional Area (BFAs) into the Army command and control architecture.

(3) Serve as MASM for the communications mission area.

(4) Provide assistance/expertise to other mission areas or command and control systems, as appropriate.

c. IEW Branch Functions. The specific functions of the IEW Branch are to--

(1) Provide staff management for IEW systems, including intelligence-gathering systems, electronic countermeasures and counter-countermeasure projects, EW vulnerability/susceptibility programs, and Special Eletronic Mission Aircraft (SEMA) systems.

(2) Provide management for all intelligence related RDTE in the tactical cryptologic program and the Technical Reconnaissance and Surveillance (TECRAS) projects in the general defense intelligence program.

(3) Coordinate APA funding requirements for SEMA with Aviation Division.

(4) Serve as MASM for the IEW mission area.

(5) Provide assistance/expertise to other mission areas or IEW systems, as appropriate.

7-8. Missiles Division.

a. Mission. The specific mission of the Missiles Division is to--

(1) Provide staff management for assigned SOF systems (Program 11) less procurement of ammunition items and aviation systems.

(2) Manage assigned AMC responsibilities for support to ADEA, a field operating activity of DA ODCSOPS.

(3) Manage assigned AMC responsibilities for matters relating to LIC.

(4) Provide staff management of the SOF mission area.

b. Functions. The specific functions of the Missiles Division are to--

(1) Be the principal advisor to the DCSDEA on all matters relating to the SOF mission area.

(2) Serve as the SOF MASM.

(3) Aid in the detailed determination of operational requirements of the SOF user community, and assist TRADOC combat development organizations in the preparation of requirements documents.

(4) Monitor and provide policy/direction to the AMC support Activity (AMC-SA) and AMC separate reporting activity (SRA) co-located with ADEA at Fort Lewis, WA.

(5) Integrate the ADEA efforts with AMC laboratories and subordinate commands, as well as other DOD and government laboratories.

(6) Coordinate ADEA programs within the AMC community to ensure mutually supportive materiel development efforts and preclude duplication.

(7) Establish, maintain, and ensure appropriate execution of a memorandum of understanding (MOU) between AMC and ADEA.

(8) Monitor and provide policy guidance throughout TROSCOM to the Program Office for (PO-LIC).

(9) Coordinate materiel development based upon requirements established by the Army-Air Force Center for LIC.

(10) Establish, maintain, and ensure appropriate execution of a MOU between AMC and United States Southern Command (USSOUTHCOM).

(11) Provide procurement-related PPBES support to the hardware divisions for SOF systems during major PPBES events.

7-9. Weapons and Tracked Combat Vehicles (WTCV) Division.

a. Mission. The specific mission of the WTCV Division is to--

(1) Provide staff management for the WTCV procurement appropriation and related systems to include system training devices.

(2) Provide staff management for WTCV-related RDTE programs.

(3) Provide staff management of the close combat heavy and close combat light mission areas.

b. Close Combat Heavy Branch Functions. The specific functions of the Close Combat Heavy Branch are to--

(1) Serve as Close Combat Heavy MASM.

(2) Provide staff management for assigned systems.

(3) Remain current in the programs and plans for the Armored Family of Vehicles and provide for the institutionalization of the product.

c. Close Combat Light Branch Functions. The specific functions of the Close Combat Light Branch are to--

(1) Serve as Close Combat Light MASM.

(2) Provide staff management for assigned systems.

(3) Provide assistance/expertise on cannon artillery matters to the Fire Support MASM.

7-10. Support Systems Division.

a. Mission. The specific mission of the Support Systems Division is to--

(1) Execute the AAE and the ASA(RDA) staff functions necessary to develop, justify, provide, and review RDTE and procurement programs and budgets for support systems and the defense of such programs and budgets before OSD, OMB, and the Congress. Support systems include all programs in the OPA, Budget Activity 1 (OPA-1);

Tactical and Support Vehicles, Budget Activity 3 (OPA-3); other support equipment and the associated advanced development (6.3b), full-scale development (6.4), and management and support (6.5) programs.

(2) Provide AMC staff management for the OPA-1 and OPA-3 procurement appropriations and the related RDTE (6.3b, 6.4, and 6.5) programs.

(3) Provide mission area staff management of the combat service support; engineer, mine warfare; and training mission areas.

b. Functions. The specific functions of the Support Systems Division are to--

(1) Serve as the MASM for the combat service support; engineer, mine warfare; and training mission areas.

(2) Serve as HQDA representative and chairman of the Joint Committee on Tactical Shelters (JOCOTAS).

c. Development and Engineering Branch functions. The specific functions of the Development and Engineering Branch are listed for the following teams:

(1) Chemical Team--

(a) Serves as the OASA(RDA) point of contact for all aspects of chemical and biological defense (except for protective clothing and shelters), smoke and obscurants, chemical retaliatory systems RDTE, and procurement programs. Maintains liaison for the AAE and ASA(RDA) with the PEO for Chemical and Nuclear for chemical programs.

(b) Develops, justifies, provides, and reviews HQDA RDTE plans, programs, and budgets for chemical and biological defense, smoke and obscurants, and chemical retaliatory materiel and systems to adequately support the needs of the future Army.

(c) Defends all chemical and biological defense, smoke and obscurant, and chemical retaliatory system RDTE programs, and budgets before OSD, OMB, and the Congress. Monitors the execution of approved programs to ensure that the funds are used for the purposes appropriated.

(d) Assists the appropriate procurement analysts in developing, justifying, and defending all procurement plans, programs and budgets for chemical and biological defense, smoke and obscurants, and chemical retaliatory materiel and systems.

(e) Monitors chemical and biological defense, smoke and obscurants, and chemical retalitory system RDTE and procurement programs and system integration to ensure systems satisfy the approved requirements documents. Attends formal and informal program reviews. Disseminates IPR conclusions and coordinates the preparation of HQDA staff comments and decisions for IPR issues forwarded to HQDA for resolution.

(f) Coordinates the status of al events in the life cycle management of chemical and biological defense, smoke and obscurants, and chemical retaliatory RDTE and acquisition programs to ensure timely identification, provision, and coordination of required resources to support RDTE; procurement; Military Construction, Army (MCA); Operations and Maintenance, Army (OMA); and personnel necessary for fielding of new equipment.

(g) Provides assistance to the Executive Director for Chemical and Nuclear Matters, as required, for the AMC staff management of the chemical and nuclear mission area.

(h) Maintains cognizance of chemical and biological defense, smoke and obscurants, and chemical retaliatory technology base programs.

(2) Engineer, Combat Service Support Team--

(a) Serves as the OAS(RDA) point of contact for all aspects of engineer, logistics,and soldier support equipment advance and full-scale engineering programs to include--

1. Combat engineer and construction.

2. Tactical bridging.

3. Camouflage.

4. Tactical electric power generation.

5. Petroleum handling and distribution.

6. Water supply and distribution.

7. Container distribution.

8. Materials handling and environmental control equipment.

9. Watercraft and logistics-over-the-shore systems.

10. Tactical rigid wall shelters.

11. Clothing.

12. Individual equipment and personnel armor systems.

13. DOD Food RDTE programs.

(b) Maintains liaison for the AAE and ASA(RDA) with the PEO for Combat Support and Troop Support.

(c) Develops, justifies, provides, and reviews HQDA plans, programs, and budgets for engineer, logistics, and soldier support advanced and full-scale engineering development programs.

(d) Defends all engineer, logistics, and soldier support advance and full-scale engineering development programs and budgets before OSD, OMB, and the Congress. Monitors the execution of approved programs to ensure that the funds are used for the purposes appropriated.

(e) Provides engineering support to and assists the appropriate procurement analysts in developing and justifying procurement plans, programs,and budgets for engineer, logistics, and soldier support systems.

(f) Monitors engineer, logistics, and soldier support RDTE and procurement programs and system integration to ensure that the systems satisfy the approved requirements documents. Attends formal and informal program reviews. Disseminates IPR conclusions and coordinates the preparation of HQDA staff comments and decisions for IPR issues forwarded to HQDA for resolution.

(g) Coordinates the status of all events in the life cycle management of engineer, logistics, and soldier support RDTE and acquisition programs to ensure timely identification, provision, and coordination of required resources to support RDTE; procurement; MCA; OMA; and personnel necessary for fielding of new equipment.

(h) Serves as the HQDA staff supervisor and monitor for the DOD Food RDTE&E Program.

(i) Supervises formulation of the Army Food RDTE&E Program for the Secretary of the Army.

(j) Submits the formulate food program to OSD Deputy Director for Research and Engineering (DDRE) for approval and provide information copies to the other military services and the Defense Logistics Agency.

(k) Provides the Army voting member to the DOD Food and Nutrition Research Board who will present the approved DA requirements for food RDTE&E.

(l) Writes, publishes, and revises the following DA publications:

1. AR 70-59, DOD Tactical Shelter Program.

2. AR 70-70, Interservice Responsibility for Diving Equipment.

3. AR 700-115, Environmental Control Equipment Policy.

4. AR 715-13, Engineering Support for Items Supplied by DLA and GSA.

(m) Maintains cognizance of engineer, logistics, and soldier support technology base programs.

(3) Training Team--

(a) Serves as the OASA(RDA) POC for all aspects of Non-System Training Devices (NSTD) RDTE and procurement programs. Maintains liaison for the AAE and ASA(RDA) with the PM for Training Devices (PM TRADE).

(b) Develops, justifies, provides and reviews HQDA plans, programs, and budgets for NSTD RDTE and procurement programs.

(c) Defends NSTD RDTE and procurement programs and budgets before OSD, OMB, and the Congress. Monitors the execution of approved programs to ensure the funds are used for the purposes appropriated.

(d) Monitors NSTD RDTE and procurement programs and system integration to ensure that the systems satisfy the approved requirements documents. Attends formal and informal program reviews. Disseminates IPR conclusions and coordinates the preparation of HQDA staff comments and decisions for IPR issues forwarded to HQDA for resolution.,

(e) Coordinates the status of all events in the life cycle management of NSTD RDTE and acquisition programs to ensure timely identification, provision, and coordination of required resources to support RDTE, procurement, MCA, OMA, and personnel necessary for fielding of new equipment.

(f) Serves as the OASA(RDA) and AMC principal POC for all training ammunition, devices, simulators, and targets.

1. Maintains a general awareness of all training ammunition, devices, simulators, and targets being developed or procured by the Army.

2. Coordinates, as appropriate, for OASA(RDA) and AMC all matters dealing with training ammunition, devices, simulators, and targets.

3. Assists in the development and maintenance of a centralized listing of all training ammunition, devices, simulators, and targets.

(g) Maintains cognizance of training technology base programs.

d. Procurement Branch functions. The specific functions of the Procurement Branch are listed in the following teams:

(1) Budget Analysis Team--

(a) Executes documentation for HQDA release of OPA funds to the various Army major commands (MACOMs) based on OSD apportionment. Ensures that funds disbursed do not exceed established thresholds. Maintains records of funds requested by the Army, Congressional appropriations, OSD apportionment of funds, and funds withheld and released by HQDA.

(b) Prepares program status reports reflecting all reprogramming actions for the OPA appropriation for submission to OSD, OMB, and the Congress.

(c) Prepares, on a monthly basis, a report that shows an overview, by budget activity, the status of obligations for all OPA appropriation budget lines for review by division personnel.

(d) Reviews all reprogramming actions involving OPA funds for compliance with DA, OSD, and OMB policies and procedures and Congressional direction for correctness of the reprogramming based and to ensure established thresholds are not exceeded.

(2) Tactical and Non-Tactical Vehicles Team--

(a) Serves as the OASA(RDA) POC for all aspects of Budget Activity 1 (Tactical and Non-Tactical Vehicles) portion of the OPA appropriation. Maintains liaison for the AAE and ASA(RDA) with the PEO for Combat Support.

(b) Develops, justifies, provides, and reviews HQDA RDTE and procurement plans, programs, and budgets for tactical and non-tactical vehicles to adequately support the needs of the future Army.

(c) Defends tactical and non-tactical RDTE and procurement programs and budgets before OSD, OMB, and the Congress. Monitors the execution of approved programs to ensure the funds are used for the purposes appropriated.

(d) Monitors tactical and non-tactical vehicle RDTE and procurement programs and system integration to ensure systems satisfy the approved requirements documents. Attends formal and informal program reviews. Disseminates IPR conclusions and coordinates the preparation of HQDA staff comments and decisions for IPR issues forwarded to HQDA for resolution.

(e) Coordinates the status of all events in the life cycle management of tactical and non-tactical vehicle RDTE and acquisition programs to ensure timely identification, provision, and coordination of required resources to support RDTE, procurement, MCA, and personnel necessary for fielding of new equipment.

(3) Other Support Equipment Team--

(a) Serves as the OASA(RDA) POC for all aspects of Budget Activity 3 (Other Support Equipment) portion of the OPA appropriation. Maintains liaison for the AAE and ASA(RDA) with the PEOs for Combat Support and Troop Support.

(b) Develops, justifies, provides, and reviews HQDA procurement plans, programs, and budgets for OPA-3 to adequately support the needs of the future Army.

(c) Defends other support equipment procurement programs and budgets before OSD, OMB, and the Congress. Monitors the execution of approved programs to ensure the funds are used for the purposes appropriated.

(d) Monitors other support equipment acquisition programs and system integration to ensure systems satisfy the approved requirements documents. Attends formal and informal program reviews. Disseminates IPR conclusions and coordinates the preparation of HQDA staff comments and decisions for IPR issues forwarded to HQDA for resolution.

(e) Coordinates the status of all events in the life cycle management of other support equipment acquisition programs to ensure timely identification, provision, and coordination of required resources to support RDTE, procurement, OMA, and personnel necessary for fielding of new equipment.

7-11. Assistant Deputy Chief of Staff for Acquisition Management. The mission of the Assistant Deputy Chief of Staff for Acquisition Management (ADCSDEA-A) is to--

a. Serve as the principal adviser to the DCSDEA on acquisition policy, program management, and technical matters relating to materiel and weapons acquisition.

b. Manage, develop, coordinate, and issue AMC policy for RDA management, including system development, engineering, acquisition, and product improvement.

c. Ensure that Army materiel development programs are synchronized and consistent with doctrinal concepts emanating from TRADOC.

d. Provide corporate management of AMC subordinate elements in developing, engineering, and procuring of assigned AMC systems.

e. Analyze the technical performance of AMC in the areas of development, engineering, and acquisition through formal and informal means such as decision meetings; discussions with senior officials of AMC, TRADOC, DA, and OSD; compliance reviews; briefings; and technical and program status reports.

f. Monitor accomplishments and regulatory compliance of hardware divisions and subordinate organizations in the areas of development, engineering, acquisition, and materiel change.

g. Direct and manage the corrective actions needed to respond to changes in the Army's role in national economic conditions, program planning and funding, department level directives, and technology.

h. Provide executive oversight of that portion in the life cycle management model concerned with events between technology base programs that demonstrate a potential for military utility and complete weapon systems fully tested and qualified for production and subsequent fielding.

i. Manage cross-mission area and cross-appropriation execution issues.

j. Serve as ODCSDEA focal point for inserting technology into systems in development, production or fielded, and for international interactions with acquisition programs.

k. Provide the HQ AMC certification for the adequacy of key documents associated with development, engineering, and acquisition activities and decision milestones at critical points in the life cycle of AMC systems and equipment.

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l. Provide executive level technical oversight of selected and special access programs.

m. Administer AMC Armor/Anti-Armor Office and develop the Army's armor and anti-armor acquisition plans.

n. Manage DTC, DFD, and MANPRINT programs.

o. Manage implementation of the Army's Materiel Change Program, including Product Improvement Program, Preplanned Product Improvement (P3I), Engineering Change Proposals (ECPs), and the Equipment Upgrade Program.

p. Provide the AMC interface with TRADOC in the development and staffing of formal requirements.

q. Provide execution coordination for requirement documents, IPR decision packages, and type classification actions. Also, maintain pertinent records.

r. Provide executive management of the Army Materiel Status Office and maintain records in connection with AMC acquisition programs.

s. Serve as AMC proponent for information review/reports, such as SARs, UCRs, DAES, and AMC reporting systems, such as the program management systems assessment, FLASH reports, and the PRIMIRS.

t. Manage and operate a materiel development, engineering and acquisition management information system. Provide computer services and databases to effective and efficient management of assigned acquisition programs.

u. Provide management of software development and computer resources for battlefield automated systems and systems engineering for the Army command and control system. Provide executive oversight for AMC's life cycle software engineering centers.

v. Serve as the principal HQ AMC adviser on all matters concerning computer resources management and interoperability for Army battlefield automated systems and systems engineering for all battlefield computers.

w. Initiate, develop, and coordinate with AMC organizations, HQDA, and equivalent Navy, Air Force, and OSD offices, the computer resources management and software development policy pertaining to the research, development, acquisition, and support of computers embedded in weapons and tactical data systems under DOD Directive (DODD) 5000.29 and DOD Instruction (DODI) 5000.31.

x. Provide Army program management and expertise in the areas of Ada and Tri-Service Software Initiative.

y. Provide administrative supervision of the AMC Liaison Officer of the U.S. Air Force Systems Command, located at Andrews Air Force Base, MD.

7-12. Acquisition Policy Division.

a. Mission. The mission of the Acquisition Policy Division is to--

(1) Establish overall policy for acquisition of materiel by AMC and subordinate commands, agencies, and activities.

(2) Establish broad acquisition initiatives to improve the efficiency, effectiveness, and economy of materiel acquisition within AMC.

b. Functions. The functions of the Acquisition Policy Division are to--

(1) Formulate, integrate, coordinate, document, publish, and initiate implementation of overall policy for the acquisition of materiel and the Mission Area Development Plan (MADP) in AMC.

(2) Assess, orchestrate, and track the implementation of the Army Streamlined Acquisition Process (ASAP) including administration of the Defense streamlining initiatives for the Army Streamlining Advocate.

(3) Provide support and assistance to ASA(RDA) in establishing Army acquisition policy and interpreting and influencing DOD policy.

(4) Ensure compatibility of functional interface policy and regulations (e.g., technology integration, procurement, production, logistic support, test and evaluation, etc.) with overall acquisition policy.

(5) Provide expertise and assistance to the AMC Command Group and DCSDEA concerning Government materiel acquisition policy and management.

(6) Provide advice and assistance to the ODCSDEA hardware division system/program/project POC in their role of providing real-time support and assistance to PEOs, PMs, and functional proponents concerning formulation of sound acquisition strategies and preparation of program management documentation.

(7) Identify and help resolve problems in interpretation and application of system acquisition practices within the AMC community.

(8) Interface with the Combat Developer (e.g., TRADOC) to maintain link between user requirements formulation policy and the Materiel Developer acquisition process policy.

(9) Interface with higher headquarters, other Services, agencies, industrial, educational, and scientific communities relative to the Army's life cycle model and materiel acquisition process.

(10) Serve as AMC POC for AR 70-1, joint AMC/TRADOC Pamphlet 70-2, and all documentation that covers overall acquisition policy or materiel decision processes, and POC for coordination on AR 71-9.

(11) Develop, manage, and oversee the implementation of acquisition initiative as specified by the Commanding General (CG) AMC; Deputy Commanding General for Research, Development, and Acquisition (DCGRDA); or DCSDEA.

(12) Conduct special assessments of system acquisition-oriented problem areas designated by the CG AMC, DCSRDA, or DCSDEA; recommend appropriate policy changes; and coordinate the hand-off to the appropriate functional staff element for implementation.

(13) Manage, orchestrate, and monitor the general compliance of AMC materiel acquisition-related policy, acquisition initiatives, and business practices for assigned ODCSDEA mission responsibilities.

(14) Serve as AMC POC for Army and AMC regulations that apply to the acquisition initiatives developed by the Policy Division.

(15) Provide advice and assistance to the DCSDEA hardware division system/program/project POC in their roles of providing real-time support and assistance to PEO, PMs, and functional proponents concerning application of acquisition initiatives to a particular program.

(16) Develop, coordinate, and formalize policy and provide program management for implementing the MANPRINT program, DTC program, and DFD system engineering initiative.

7-13. Acquisition Software and Automation Division.

a. Mission. The mission of the Acquisition Software and Automation Division is to--

(1) Manage software development for Army systems and provide staff supervision of the life cycle software engineering centers (LCSECs).

(2) Manage all automation efforts internal to DEA, and serve as the coordinating interface with the AMC Director for Information Management (DOIM) for information systems.

b. Functions. The functions of the Requisition Software and Automation Division are to--

(1) Provide centralized management of software related to computers embedded in weapons and tactical data systems.

(2) Serve as Army expert on Ada and other high-order languages employed on the battlefield in weapon systems.

(3) Ensure that the LCSECs are efficiently managed, adequately resourced, and well integrated with all aspects of the acquisition process.

(4) Represent the Army on the Joint Policy Coordination Group on Computer Resource Management (JPCG-CRM) and on tri-Service committees.

(5) Develop and maintain a life cycle plan for ODCSDEA automation.

(6) With the assistance of other ODCSDEA and AMC organizations, determine automated data processing (ADP) requirements for ODCSDEA (database requirements, information sources, collection techniques, formats for reporting, database maintenance, etc.) and provide a plan to implement.

(7) Provide technical support and assistance to ODCSDEA users in hardware, software, training, and day-to-day operations.

(8) Operate the ODCSDEA data processing activity and distribution network.

7-14. Battlefield Systems Integration Division.

a. Mission. The mission of the Battlefield Systems Integration Division is to--

(1) Provide oversight management of selected programs and program groupings to include all armor/anti-armor programs and special access programs.

(2) Review and analyze systems requirement documentation and the associated process to ensure adequacy and reasonableness of the technical and programmatic parameters.

(3) Manage the receipt and staffing of all materiel acquisition requirements documentation and functional reports applicable to major and other designated acquisition systems. This includes Congressional SARs, UCRs, the Acquisition Information System (AIS)/DAES, and reports applicable to baselining and the Army Acquisition Executive Program Control System.

(4) Manage, monitor, and coordinate HQ AMC participation for system IPRs and ASARC.

(5) Serve as Army executive agent for all policy, functions, and requirements applicable to materiel change management (MCM), including materiel changes (MC), preplanned materiel changes (P2MCs), modification work orders (MWOs), and equipment/system configuration management.

(6) Serve as the AMC focal point for Army and intra-DOD coordination, and provide representation on inter/intra-agency HQDA, DOD, national, and international committee/panels on matters concerned with weapon system research, development, and acquisition for assigned programs.

(7) Perform technical R&A and develop recommendations for senior AMC management on matters relating to materiel and weapons acquisition for assigned programs.

b. Functions. The functions of the Battlefield Systems Integration Division are to--

(1) Provide oversight management of selected classified programs for HQ AMC.

(2) Coordinate actions with appropriate division managers.

(3) Ensure integration of programs into appropriate mission areas.

(4) Participate in technical and management oversight meetings.

(5) Function as POC for status reports on classified programs.

(6) Perform technical analysis of all requirement documentation, and provide recommendations for changes based on adequacy and reasonableness of system parameters with respect to effectiveness and essentially to accomplishing Army goals. Full consideration is given to technological risk, system interfaces, cost effectiveness, related systems, and alternative technical approaches.

(7) Provide staff management of selected cross-appropriation programs.

(8) Provide oversight management responsibility of all armor/anti-armor (A3) technologies/applications (i.e., weapons, munitions, and ancillary systems). Maintain interface with key AMC, TRADOC, and DA organizations to ensure overall compatibility within Army A3 plans and programs with other AMC programs.

(9) Review anti-armor threat, doctrine, technical analyses, net assessments, requirement documents, and acquisition strategies.

(10) Update and monitor the A3 master plan, and ensure that A3 systems and munitions fit into an integrated anti-armor battlefield in terms of quantity, mix, and priority.

(11) Organize and coordinate critical A3 program reviews.

(12) Monitor and provide input into the A3 technical base and acquisitions system through the LRRDAP and PPBES process.

(13) Coordinate with other Services and allies on anti-armor issues.

(14) As the Army executive agent for materiel status recording program, develop and provide policy guidance for the Army and operate the Army Materiel Status Office.

(15) Serve as the AMC coordinating office for materiel requirements documents, provide interface with TRADOC on documentation, maintain records of current status on all draft materiel requirements documents.

(16) Manage the IPR schedule and status report; provide guidance to field elements for preparation of reports according to directives and published guidance.

(17) Staff pre-IPR packages for concurrence/approval in the proposed AMC position and documentation for key program decisions.

(18) Serve as the Secretariat for the HQ AMC Acquisition Materiel Improvement Committee (AMIC).

(19) Serve as Army Executive Agent for Materiel Change, and functions as the primary interface with the AAE, ASA(RDA), PEOs, and the combat developer community on all materiel change matters to include the System Evaluation/Upgrade Plan (SEUP).

(20) Maintain summary data on Army MC program and maintain the Army automated MC Report System (MCRS).

(21) Serve as the Army focal point on IG, USAAA, GAO, DA, OSD, Congressional, and other investigative agency inquiries on Army materiel changes.

(22) Provide higher/lateral HQ and other DOD/government agencies and Congress with statistical, historical, and ad hoc status reports on Army MCs.

(23) Prepare instructional material and conducts classes on materiel changes for Army, DOD, and other Services.

(24) Serve as member of AMC Safety Engineering Working Group.

(25) Serve as Chairman, Automated MC Request and Database Functional Coordinating Group, under the Chairman, Acquisition Management Systems Review Committee (AMSRC).

7-15. Assistant Deputy Chief of Staff for Program Management. The mission of the Assistant Deputy Chief of Staff for Program Management is to--

a. Serve as principal advisor to the DCSDEA on matters relating to the PPBES and resource usage.

b. Direct integration and coordination of the planning, programming, budgeting, and execution of overall resources through the evaluation and assessment of multi-appropriation resources to support systems development, procurement, deployment, and product improvement of weapon systems.

c. Provide support to the MASMs to include R&A, program evaluation, and fiscal, programmatic, and management support.

7-16. Procurement Appropriation Management Division.

a. Mission. The mission of the Procurement Appropriation Management Division is to develop, justify, and defend the AMC Five-Year Program and annual budgets for assigned procurement appropriations to--

(1) Control and ensure independent, thorough, objective, and critical evaluation of the above program for timely and effective execution of annual budgets.

(2) Direct establishment of policies, procedures, and guidance governing the development and execution of programs and budgets for assigned procurement appropriations.

(3) Control the receipt allocation withdrawal and redistribution of all procurement appropriations for the command.

b. Functions. The functions of the Procurement Appropriation Management Division are to--

(1) Establish and maintain the AMC Five-Year Procurement Program.

(2) Develop and defend program, budget, and execution documentation for assigned procurement appropriations for presentation to higher authority.

(3) Provide program and financial management advice and assistance.

(4) Reconcile incompatibilities between future year program requirements and resources allocations, and recommend program changes.

(5) Ensure overall integration and balance between program segments of total procurement appropriations.

(6) Prepare and issue current fiscal year procurement appropriation program guidance to MSCs and other field activities,

(7) Develop and issue policy, procedures, and instructions relating to the preparation, review, approval, and defense of procurement appropriations program and budget estimates, apportionment requests, current and prior year control/programs, and studies and reports pertaining to program/financial management of these programs. Prepare and consolidate reports for higher authority.

(8) Establish policy and direct/participate in the preparation and revision of all regulations pertaining to procurement appropriation management.

(9) Monitor and evaluate total program execution to detect potential financial and manpower problem areas. Takes necessary corrective action.

(10) Preparé current and prior year reports to higher authority.

(11) Conduct decrement drills.

(12) Initiate above/below threshold reprogrammings.

(13) Participate in IPRs, SARs, Review Command Assessment of Projects (RECAPs), and other assessments of major end-items.

(14) Ensure the interchange of Procurement Appropriation item requirements and planning data among the Army, Air Force, Navy, Marine Corps, DLA, Security Assistance, and other customers. Review and evaluate the requirements and planning data received from other defense activities and direct the MSCs, PMs, and U.S. Army Depot System Command (DESCOM) in its use.

(15) Serve as ODCSDEA focal point for all procurement appropriation financial management related to the Army Industrial Fund.

(16) Serve as ODCSDEA focal point for all assigned procurement fiscal control aspects.

(17) Manage the Federal Contract Research Center Program for AMC.

(18) Manage the implementation of the Procurement Management Structure. Recommend changes to the annual Army Management Structure (AMS) and fiscal code concerning the establishment, restructuring, or discontinuance of program elements, projects and tasks, and assignment of procurement standard study numbers.

(19) Monitor procurement total risk assessing cost estimates (TRACEs).

(20) Establish and maintain procurement management controls over program release documentation regarding Congressional and

OSD/DA ceilings and floors, reprogramming thresholds, administrative restrictions, and special interest projects. Control and effect coordination with the Deputy Chief of Staff for Resource Management (DCSRM) for release of procurement funds for execution.

(21) Monitor and establish command objectives for execution of the procurement programs. Perform R&A of program status.

(22) Prepare and maintain trend analyses of procurement obligations, expenses, and disbursements during budget execution.

(23) Provide interface with DCSRM regarding correctness of procurement appropriation charges for specific functions and procedures for the distribution and control of funds.

(24) Establish policy and guidance for contingent liability requirements affecting the procurement programs.

(25) Establish policies and procedures for reporting and analyzing total AMC procurement appropriation awards performance, and prepare monthly evaluations.

7-17. Research, Development, Test, and Evaluation (RDTE) Appropriation Management Division.

a. Mission. The mission of the RDTE Appropriation Management Division is to develop, justify, and defend the AMC Five-Year RDTE Program and annual budgets; to control and ensure independent, thorough, objective, and critical evaluation of the program to ensure timely and effective execution of annual budgets; to direct the establishment of policies, procedures, and guidance governing the development and execution of programs and budgets for assigned RDTE appropriation elements; and to control the receipt allocation withdrawal and redistribution of all RDTE appropriations.

b. Functions. The functions of the RDTE Appropriation Management Branch are to--

(1) Establish and maintain the AMC Five-Year RDTE Program.

(2) Develop and defend RDTE program, budget, and execution documentation for presentation to higher authority.

(3) Provide program and financial management advice and assistance.

(4) Reconcile incompatibilities between future year program requirements and resources allocations, and recommend program changes.

(5) Ensure overall integration and balance between program segments of the total RDTE program.

(6) Prepare and issue current fiscal year RDTE program guidance to MSCs and other field activities.

(7) Develop and issue policy, procedures, and instructions relating to the preparation, review, approval, and defense of RDTE program and budget estimates, apportionment requests, current and prior year control programs, and studies and reports pertaining to program/financial management of these programs. Prepare and consolidate reports for higher authority.

(8) Establish policies and direct/participate in the preparation and revision of all regulations pertaining to RDTE appropriation management.

(9) Monitor and evaluate total program execution to detect potential financial and manpower problem areas. Take necessary corrective action.

(10) Prepare current and prior year reports to higher authority.

(11) Conduct decrement drills.

(12) Initiate above/below threshold reprogrammings.

(13) Participate in IPRs and selected acquisition report reviews as they pertain to the RDTE appropriation.

(14) Serve as ODCSDEA focal point for all RDTE financial management related to the Army Industrial Fund.

(15) Provide ODCSDEA member for the Junior Resource Action Committee (RAC) and alternate for the Senior RAC.

(16) Provide analysis of special interest command programs that cross MSCs and/or cross appropriations.

(17) Review all manpower actions concerning RDTE including Table of Distribution and Allowances (TDAs) account classifications, authorizations, Army Management Headquarters Activity Controls, requirements, and distributions.

(18) Serve as focal point on all aspects of program formulation, budget execution, and financial management (all appropriations) on special access programs.

(19) Serve as focal point on all aspects of program/budget requirements involving AMC general administrative activities, special-purpose equipment, minor construction, and related budget programs.

(20) Provide lead on identifying and implementing areas for automation to include preparation and maintenance of trend analysis on all aspects of RDTE data collection. Develop standardized presentations.

(21) Serve as ODCSDEA focal point for all assigned RDTE fiscal control aspects.

(22) Manage the Federal Contract Research Center Program for AMC.

(23) Manage the implementation of the RDTE management structure. Recommend changes to the annual Army management structure (AMS) and fiscal code concerning the establishment, restructuring, or discontinuance of program elements, projects, and tasks, and assignment of RDTE project numbers.

(24) Monitor RDTE TRACE inflation indices, cost reduction, productivity, and quick return on investment programs.

(25) Establish and maintain RDTE management controls over program release documentation regarding Congressional and OSD/DA ceilings and floors, reprogramming thresholds, administrative restrictions, and special interest projects. Control and effect coordination with DCSRM for release of the RDTE funds for execution.

(26) Monitor and establish command objectives for execution of the RDTE Programs. Performs R&A of program status.

(27) Prepare and maintain trend analyses of RDTE obligations, expenses, and disbursements during budget execution.

(28) Provide interface with DCSRM regarding correctness of RDTE appropriation charges for specific functions and procedures for the distribution and control of funds.

7-18. Program Planning and Integration Division.

a. Mission. The mission of the Program Planning and Integration Division is to--

(1) Perform cross mission area analysis of research initiatives and systems in development and acquisition to recommend a balanced, effective program to perform the Army mission.

(2) In conjunction with TRADOC, MSCs, and PEOs, establish policy, procedures, and methodologies to systematically develop, review, approve, and forward LRRDAP to DA.

(3) Review existing Procurement Appropriation Exhibits (P-Forms) and Congressional Descriptive Summaries (CDS) in conjunction with assigned integration functions to ensure that they adequately reflect appropriate and current analyses of the threat, Army missions, anticipated technological opportunities, and recognition of constrained resources.

(4) Review, coordinate, and submit POM descriptive summaries to HQDA.

b. Functions. The functions of the Program Planning and Integration Division are to--

(1) Provide overall staff leadership/supervision for LRRDAP and the MAMP processes in AMC.

(2) Standardize procedures throughout AMC for mission area planning and programming.

(3) Establish policy, procedures, and methodologies to systematically develop/review/approve the field LRRDAP and MAMPs. Coordinate with HQDA, TRADOC, Combined Arms Center (CAC), Logistics Center, ISC, MSCs, Mission Area Managers (MAMs), LABCOM, AMSAA, PEOs/PMs, and other organizations, as required, to develop and include special interest items in MAMPs. Provide program recommendations to MAMs, PEOs/PMs, and MASMs. Develop/publish an annual or biennial LRRDAP/MAMP letter of instruction (LOI) and process chart.

(4) Provide LRRDAP/MAMP training to MSCs, PEOs/PMs, MAMs, TRADOC, and DA. Publish "Materiel for Winning" on a biennial basis.

(5) Serve as program/resource advisor to MASMs on matters related to planning and programming.

(a) Provide guidance and support for the conduct of POM executability/decrement drills for ODCSDEA assigned systems.

(b) Monitor Defense/Army guidance to identify programmatic information and ensures that specific guidance is provided to systems managers, PEOs/PMs, and AMC field activities.

(c) Participate in development of the AMC fiscal and force guidance.

(d) Provide AMC representative to the HQDA equipping functional panel to present and defend multi-year, multi-appropriation resources for AMC acquisition programs during the POM cycle or as requested.

(6) Provide ODCSDEA resource strategy proponent (RSP) for the equipping functional area and ODCSDEA member for the Quick Reaction Team (QRT). Provide ODCSDEA member on HQ AMC PPBES Task Group.

(7) Act as ODCSDEA focal point for coordinating PDIP changes, unit sets, rolls and splits, priorities, and other related activities.

(8) Establish policy/procedures for identifying materiel solutions to battlefield deficiencies and assigning contribution values for prioritizing PDIP increments. Identify requirements and develop standard formats for field LRRDAP, MAMP, and MAM Strategies.

(9) Participate, as necessary, in field visits and MAM reviews to identify and solve MAM strategy/resource problems. Provide staff leadership and advise MAMs, PEOs/PMs, and MASMs on LRRDAP/MAMP matters including the process, policy/procedures, contribution values, priorities, battlefield deficiencies, resource allocation, bills/billpayers, strategies, tradeoffs, fiscal/force structure constraints, requirements documents, IPR packages, and program status reports.

(10) Provide overall staff management/supervision for the AMC RDA/MAMP database in support of MAM/MSC/PEO/PM needs. Identify/ prioritize requirements and develop guidance/procedures to standardize RDA/MAMP database hardware/software. Chair the RDA/MAMP functional coordination group. Provide contracting officer's representative (COR) to manage the maintenance support contract for the RDA/MAMP database. Participate in development of HQDA secure RDA automation information management (AIM) network. Provide RDA/MAMP expertise/member to AIM working group.

(11) Develop and provide overall guidance/procedures for merging MSCs RDA databases and MAMs/MAMP databases. Specify update/merge dates and establish an alternate, contingency site.

(12) Conduct special projects/studies/analyses within mission areas to support Mission Area Integration Team (MAIT) in the resolution of issues. Develop MAMP and field LRRDAP for MAIT approval in coordination with AMC integration activities.

(13) Review, analyze, and evaluate materiel acquisition programs from different perspectives to ensure that all elements necessary to achieve a given capability are identified, prioritized, and resourced as a package. Ensure overall program balance and coordination.

(14) Develop and manage a special studies program to provide an in-depth analytical capability for ODCSDEA. Initiate and manage special studies and research projects that examine wide ranging broad topics that cannot be associated with a specific mission or functional area.

(15) Provide cross mission area analysis and support to the MAIT and Mission Area Integration Support Team (MAIST) during the preparation of the MAMP/LRRDAP.

(16) Designate MAIT/MAIST meeting dates synchronized with overall LRRDAP/MAMP process events. Develop and provide guidance/ procedures for conduct of MAIT/MAIST members. Provide Secretariat and administrative support.

(17) Develop and maintain automated decision aids and information management systems to assist in the overall integration effort. Standardize horseblanket decision tool used by AMC, ISC, TRADOC, and HQDA.

(18) Provide ODCSDEA representation on cost and operational effectiveness analysis, special study groups, and study advisory groups that address multi-discipline or cross mission area topics.

(19) Provide AMC functional oversight of AR 5-23, Army Major Item System Management, including development of management codes defining weapon systems, related support equipment, and facilitation requirements.

(20) Develop, implement, and manage a systems integration program to ensure functional compatibility, optimization of resources, and synchronized fielding of given capabilities both within and across mission areas and appropriations.

(21) Review P-Forms and CDSs in connection with assigned integration functions to ensure that these documents adequately reflect the analyses of the threat, Army missions, anticipated technological opportunities, and recognition of constrained resources.

(22) Strive as the ODCSDEA focal point for review, coordination, and submission of POM descriptive summaries to HQDA.

(23) Provide ODCSDEA representation to the AMC task force in support of the Long-Range Stationing Study (LRSS) for the Army.

7-19. Health Hazard Assessment Office. The mission of the Health Hazard Assessment Office is to provide guidance in the establishment and operation of a system for the early identification, assessment, and control of health hazards in the research, development, testing, manufacturing, storage, use and disposal of materiel under the jurisdiction of AMC to minimize adverse health effects to the user.

CHAPTER 8

OFFICE OF PROJECT MANAGEMENT

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8-1. Office of Project Management. The mission of the Office of Project Management is to--

a. Exercise staff supervision and be the proponent for the application of project management concepts and principles for the U.S. Army Materiel Command (AMC) and provide support and guidance for the application of these concepts and principles to the Army acquisition executive (AAE) and designated program executive officers (PEOs).

b. Act as the Army proponent for the Officer Materiel Acquisition Management (MAM) Program, Research and Development Functional Area 51 with responsibilities as outlined in Army Regulation (AR) 600-3.

c. Serve as the primary Headquarters (HQ AMC) focal point for developing overall policy and guidance, performing review and analysis, and consolidation of action leading to completed AMC input to each assigned functional area assessment (FAA) and all actions relative to associated follow-ups/in-process reviews (IPRs).

8-2. Project Management Functions. The functions of the office of Project Management are to--

a. Serve as the principal advisor to the AMC Command Group and HQ AMC staff on the application of project management concepts and principles to the materiel development and logistical support functions.

b. Provide support and guidance for the application of these concepts and principles to the AAE and designated PEOs.

c. Formulate and disseminate plans, policies, and procedures in coordination with Secretary of the Army for Research, Development, and Acquisition (SARD), when appropriately related to--

(1) Project manager concepts and organizations.

(2) Recommendations for the establishment, termination, or modification of project manager programs.

(3) Procedures for the development and training of project managers and other key project management personnel.

(4) FAA policy development and improving overall weapon system management practices.

d. Advise and assist project managers on project management related matters.

e. Act as a single point of contact for the Defense Systems Management College.

f. Serve as the HQ AMC advocate for all personnel matters as related to the AMC project manager organizations. Represent project managers in military and civilian personnel career.

g. Serve as the focal point for selection, activation, and assignment of all Army project/product managers.

h. Implement and maintain the U.S. Army's Officer MAM Program by--

(1) Monitoring all aspects of the program and making recommendations for improvements.

(2) Setting up and scheduling meetings for the MAM proponent committee.

(3) Advising DA Deputy Chief of Staff of Personnel of any recommended changes to personnel management policies and procedures for the MAM program.

(4) Maintaining accountability of approved MAM positions for accurate requirements and inventory determination. Making recommendations on requesting additions, deletions, or changes to MAM positions.

(5) Maintaining a public information program on MAM and conducting briefings.

(6) Identifying requirements for the development and revision of MAM training and acting as MAM single point of contact for the MAM course at U.S. Army Logistics Management College and the Program Management Course at the Defense Systems Management College.

i. Be responsible for managing critical life cycle personnel management functions for FA 51 by--

(1) Ensuring the number of qualified FA 51 officers is adequate to support research and development personnel requirements.

(2) Establishing and maintaining contact and communication with FA 51 officers in the field through use of the FA 51 information request line and publication of articles in appropriate forums such as the Project Manager Newsletter and professional development publications.

(3) Developing and maintaining a working relationship with industries participating in the Training with Industry (TWI) Program. Conducting visits, briefings, frequent contacts, and presentations of certificates of recognition to TWI participants.

j. Promote continuous AMC staff policy, interface, coordination, and liaison with HQ AMC staff officers, PEOs, program/project/product manager offices, AMC MSCs, on all requirements/actions supporting the AMC FAA program and by--

(1) Designating individual HQ AMC staff activities to serve as specific FAA lead point of contact.

(2) Upon completion of particular FAA briefings, ensuring that the lead point of contact has dispatched a letter tasking appropriate AMC elements to resolve issues/actions identified in the FAA.

(3) Reviewing and analyzing all issue/action summary input submitted by appropriate action offices.

(4) Developing and maintaining an issue action/tracking cross-reference database for all issues and actions developed during each FAA and follow-up IPR.

(5) Assisting in adjusting distribution and deployment information systems for accuracy and adequacy of content and recommending changes as required.

(6) Reviewing, analyzing, and evaluating the status of fielding preparation processes, to user MACOMs, based upon data developed during FAA preparations and follow-up actions. Initiating actions needed to improve processes.

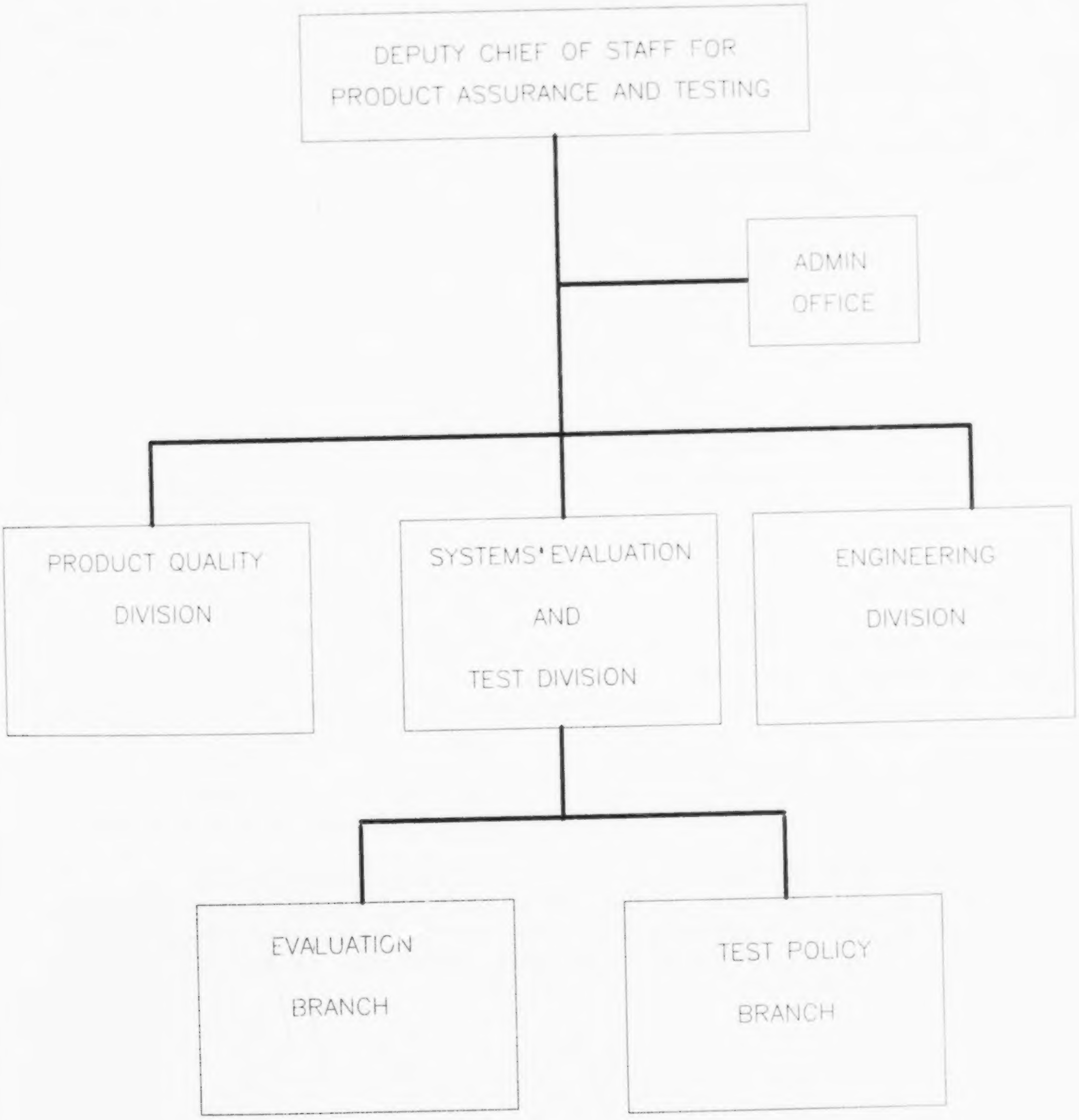
(7) Providing integration guidance on AMC, HQDA, and other MACOM processes identified during FAA.

(8) Assisting AMC MSCs, project managers, HQDA, and MACOMs in developing and implementing weapon system planning information to support operations, fielding, and deployment schedules.

(9) Leading and/or participating in special studies and reviews of weapon system management processes, problems, or issues that impact the development, fielding, deployment, and support of weapon systems and equipment.

CHAPTER 9

DEPUTY CHIEF OF STAFF FOR PRODUCT ASSURANCE AND TESTING


DEPUTY CHIEF OF STAFF FOR PRODUCT ASSURANCE AND TESTING
ADMIN OFFICE
PRODUCT QUALITY DIVISION
SYSTEMS EVALUATION AND TEST DIVISION
ENGINEERING DIVISION
EVALUATION BRANCH
TEST POLICY BRANCH

CHAPTER 9

DEPUTY CHIEF OF STAFF FOR PRODUCT ASSURANCE AND TESTING

9-1. Deputy Chief of Staff for Product Assurance and Testing. The mission of the Deputy Chief of Staff for Product Assurance and Testing (DCSPAT) is to develop policy and program guidance and to--

a. Direct and control the product assurance program that includes--

(1) Reliability, availability, and maintainability (RAM).

(2) Quality engineering.

(3) Quality assurance, including software.

(4) Warranties and quality control.

(5) Ammunition surveillance.

(6) Stockpile reliability.

(7) Corrosion prevention and control (CPC).

(8) Environmental stress screening (ESS).

b. Direct and control life cycle test and evaluation (T&E) of U.S. Army Materiel Command (AMC) materiel; matters pertaining to development test design policy and evaluation functions for materiel acquisition; testing and test facilities, including direction to the U.S. Army Test and Evaluation Command (TECOM) and the U.S. Army Materiel Systems Analysis Activity (AMSAA); and system assessment.

c. Direct and control materiel release according to Army Regulation (AR) 700-142 and AMC Regulation (AMC-R) 700-34.

d. Direct planning activities within the HQ AMC major subordinate commands (MSCs), depots, laboratories, and agencies to identify and support allocation of the resources necessary to implement essential product assurance, evaluation, and test efforts.

e. Conduct a technical review for T&E for all new programs/elements upon entry into development and to evaluate the performance and quality requirements for military equipment throughout the materiel life cycle.

f. Manage civilian quality and reliability engineering and the T&E engineering intern programs, quality assurance specialist (ammunition surveillance) (QASAS), and quality and reliability assurance specialist career programs.

g. Review the need for the establishment of "centers of excellence" within AMC, covering the disciplines, technology, and methodologies for all aspects of product assurance and test.

h. Direct and exercise operational control over the AMC Liaison Office at the U.S. Army Training and Doctrine Command (TRADOC) Combined Arms Test Activity (TCATA), Fort Hood, Texas.

i. Serve as the principal focal point for T&E at TECOM and AMSAA.

j. Serve as the rationalization, standardization, and interoperability (RSI) point of contact for all product assurance matters and as the Department of Defense (DOD) official primarily responsible for North Atlantic Treaty Organization (NATO) AC/250 working groups on quality assurance, reliability, maintainability, and software quality assurance (SQA).

k. Serve as single point of contact for AMC with representatives of industry, non-government agencies, and foreign governments on T&E matters.

l. Establish research, development, test and evaluation (RDTE) resource requirements in support of TECOM; test, design, and evaluation element of AMSAA; and the liaison office at U.S. Army Test and Experimentation Command (TEXCOM).

m. Provide general officer/senior executive service and working group representatives to the Test Schedule and Review Committee (TSARC) according with AR 15-38.

9-2. Administrative Office.

a. Mission. The mission of the Administrative Office is to perform coordination, planning, control, and administrative functions for the DCSPAT; provide policy guidance in the development of program objectives, plans, and programs; manage budget requirements, justification, and elements of expense (EOE) funding; and provide a broad range of personnel support functions.

b. Functions. The functions of the Administrative Office are to--

(1) Provide daily management of administrative operations by coordinating efforts of DCSPAT elements.

(2) Initiate, manage, and coordinate actions pertaining to budget, manpower, personnel, security, training, organization, and missions for the staff level office.

(3) Develop policy operating memoranda and procedures for the DCSPAT.

(4) Prepare special reports as required.

(5) Develop and maintain review and analysis performance statistics for personnel, equal employment opportunity (EEO), awards, training, and budget matters.

(6) Serve as Deputy Chief of Staff (DCS) level office coordinator and office of record for external audits, inspections, and investigations.

(7) Manage the development and implementation of office automation systems.

(8) Perform administrative functions as identified in chapter 26, Common Functions of Administrative Offices.

9-3. Common division functions. The functions common to all divisions within DCSPAT are to--

a. Manage mission-related aspects of product assurance; establish policy, resource requirements, and training programs.

b. Provide input to the DCS level review of planning, programming, budgeting, staffing, and resource allocation.

c. Provide assistance to staff elements of HQ AMC, MSCs, depots, and program managers (PMs).

d. Provide AMC representation and point of contact in mission areas of product assurance and T&E to DOD, DA, other government agencies, foreign governments, and industry, as required, to serve on special working groups or committees.

e. Review DA, AMC, and joint regulations and publications to ensure proper consideration of product assurance and T&E policies, procedures, and requirements.

f. Develop basic policies and procedures in assigned areas, and prepare and publish appropriate implementing regulations, data, and other publications, as required.

g. Establish and maintain performance measures and provide input for command review and analysis for assigned areas.

9-4. System Evaluation and Test Policy Division.

a. Mission. The mission of this division is to--

(1) Manage and direct the life cycle testing and evaluation of AMC materiel.

(2) Develop broad policy and guidance for T&E within AMC.

(3) Conduct system assessments throughout the life cycle to include the effectiveness of product assurance activities.

(4) Staff supervise the AMC Materiel Release Program..

b. Functions. The functions of the Evaluation Branch are to--

(1) Task functional elements of the Product Assurance and Test Directorate, AMC MSCs, PMs, and other activities for providing support, as required.

(2) Review system requirements and acquisition documents for adequacy in product assurance and test.

(3) For assigned systems, review and evaluate AMC position for systems reviews (e.g., in-process review (IPR), Army Systems Acquisition Review Council (ASARC), and Defense Resources Board (DRB) to ensure compliance with product assurance, test, and evaluation policies.

(4) Review and staff test and evaluation master plans (TEMPs) through HQ AMC for compliance with AMC/DA/Office of the Secretary of Defense (OSD) policies.

(5) Direct and control the AMC System Assessment/ Disciplined Review Program throughout the life cycle.

(6) Maintain an index of major problems with Army materiel and verify application of corrective action.

(7) Validate RDTE resource requirements and develop priorities according to the DCS for Management and Productivity for the conduct of materiel acquisition studies and related evaluations performed by AMSAA.

(8) Participate in the Test Integration Working Group (TIWG), as appropriate.

(9) Evaluate test reports and independent evaluations.

(10) The functions of the Test Policy Branch are to--

(11) Establish and provide uniform policy guidance and direction to TECOM, other MSCs, and AMC field activities on matters pertaining to development test and independent evaluation, consistent with DA/OSD policy, and coordinate with other Army MACOMs participating in the materiel acquisition process.

(12) Provide staff supervision of test missions for TECOM, other MSCs, and AMC field activities for adequacy of requirements. Plan for future testing capability (technological and quantitative), and direct the areas of test priorities, operation, and security of range communications.

(13) As the AMC focal point, participate in the Army's Test Schedule and Review Committee (TSARC) process leading to the semiannual update of the U.S. Army Operational Test and Evaluation

Agency (OTEA) Five-Year Test Plan (FYTP). Also, participates in the coordination of all efforts to acquire non-AMC military personnel to support AMC testing and the provision of AMC personnel/equipment to support user testing conducted by non-AMC organizations.

(14) Staff supervise those activities of AMSAA and TECOM involved in the conduct of test design and evaluation as delineated by the single integrated test cycle (SITC) policy.

(15) Provide AMC program guidance/recommendations for the formulation/negotiation of the international standardization of developmental test procedures.

(16) Formulate the AMC recommended position of conflicts arising among competing AMC customers for TECOM testing services.

(17) Serve as AMC focal point for interface with other services and HQDA in the joint test arena, including membership in Army's Joint Test Review Committee.

(18) Staff supervise the AMC Materiel Release Program per AMC-R 700-34.

(19) Provide policy and direction on implementing the Army-wide T&E database to include its utilization and minimum data requirements.

(20) Serve as the functional lead office for the Test and Evaluation Engineering Intern Program.

(21) Provide policy and direction to TECOM's Office of Management of Targets and Threat Simulators (MATTS) in defining and validating target and threat simulator requirements for both testing and training purposes.

(22) Also, refer to Common division functions, paragraph 9-2.

9-5. Engineering Division.

a. Mission. The mission of this division is to manage the development and engineering activities of the Product Assurance Program. This includes--

(1) RAM-D policy.

(2) RAM-D Operating and Support (O&S) Cost Reduction Program.

(3) R&M engineering and methodologies.

(4) Sample data collection (SDC).

(5) Software quality assurance (SQA) policy and methodologies.

(6) Quality engineering.

(7) RSI product assurance.

(8) Corrosion Prevention and Control Program.

(9) Army Warranty Program.

(10) The quality and reliability engineering (Q&RE) Intern Program.

(11) The Electrostatic Discharge (ESD) Program.

b. Functions. The functions of the Engineering Division dealing with RAM-D are to--

(1) Establish RAM-D engineering policy and programs, and direct implementation within AMC. Maintain interfaces with DOD and other Army commands and activities on RAM-D policies.

(2) Develop RAM program requirements, methods, policies, design practices, and operating procedures for conducting RAM-D engineering and management tasks to meet Army materiel requirements.

(3) Develop policy for application of design and manufacturing for RAM-D disciplines to enhance reliability and effectiveness of Army materiel systems.

(4) Serve as AMC focal point for policy and implementation of RAM-D O&S Cost Reduction Program.

(5) Provide technical direction and guidance to AMSAA for development of product assurance engineering methodology.

(6) Establish requirements and develop RAM-D policies for non-development item (NDI) acquisitions.

c. The functions of the Engineering Division dealing with SQA are to--

(1) Develop and promulgate policies, requirements, and procedures for SQA and direct implementation within AMC.

(2) Serve as AMC focal point for all issues concerning quality assurance of software, including independent verification and validation (IV&V); maintain interfaces with DOD and other Army commands and activities on SQA policies.

(3) Establish and direct programs supporting the SQA mission to enhance quality and effectiveness of Army software-intensive materiel systems.

(4) Evaluate effectiveness of SQA programs for HQDA, MSCs, and PMs.

(5) Manage and determine the requirements for developing and implementing Army SQA education and training programs.

d. The functions of the Engineering Division dealing with Quality Engineering are to--

(1) Provide technical direction and staff supervision for quality technology, nondestructive evaluation (NDE), and development of quality assurance provisions for Army materiel throughout the materiel life cycle.

(2) Plan, program, direct, and coordinate quality engineering functions in support of the Product Assurance Program throughout the materiel life cycle.

(3) Develop policies; manage and evaluate effectiveness of ESS program.

(4) Establish technical standards for quality assurance provisions.

(5) Establish policies and procedures governing failure analysis, root-cause analysis, structural integrity, soldering, and inspection and acceptance of technical data for Army materiel.

(6) Participate as principal member's representative on the Joint Logistics Commander's (JLC's) Group on Quality Improvement (JGQI).

e. The functions of the Engineering Division dealing with RSI are to--

(1) Serve as the RSI focal point for all product assurance related matters and as the DOD office of primary responsibility for NATO AC/250 working groups for quality assurance, R&M, and SQA.

(2) Formulate and establish product assurance policies and requirements for RSI in American, British, Canadian, and Australian (ABCA), and NATO acquisition programs.

(3) Staff supervise product assurance standards related to ABCA Quadripartite Working Group for proof, inspection, and quality assurance, and NATO AC/250 activities.

(4) Staff supervise product assurance standards related to the American National Standards Institute Z-1.

(5) Develop policies, manage, and evaluate effectiveness of CPC programs for HQDA, MSCs, and PMs. Serve as the Army office of primary responsibility for CPC.

(6) Develop policies, manage, and evaluate the effectiveness of the ESD programs for HQDA, MSCs, and PMs. Serve as the Army office of primary responsibility for ESD.

f. The functions of the Engineering Division dealing with the Army Warranty Program are to--

(1) Serve as the Executive Agent for HQDA DCS for Logistics (DCSLOG) in managing the Army Warranty Program.

(2) Develop and implement policies and procedures for warranty acquisition, execution, and information/data management.

(3) Serve as the AMC Warranty Functional Coordination Group chairperson for automated collection/synthesis of data.

(4) Conduct policy compliance reviews on all aspects of life cycle warranty requirements.

(5) Serve as Army office of primary responsibility for the JLC's technical working group on warranties.

g. Other functions of the Engineering Division are to--

(1) Serve as the Army office of primary responsibility for JLC's technical working groups for RAM, NDI, CPC, SQA, SDC, and quality engineering.

(2) Serve as the lead office for DCSPAT participation in the DA/AMC Logistics Research and Development Program.

(3) Serve as the functional lead office for the Quality and Reliability Engineering Intern Program.

(4) Manage the Brookings Institute Program--Special Seminar on Quality and Productivity in American Industry for AMC Senior Executives.

(5) Also refer to Common Division Functions, paragraph 9-2.

9-6. Product Quality Division.

a. Mission. The mission of the Product Quality Division is to staff supervise the product acquisition, in-house production, depot supply and maintenance segments of the AMC Quality Assurance Program; the Worldwide Ammunition Surveillance Program; stockpile reliability; the quality assurance part of the AMC International Logistics Program; the Army Quality and Reliability Assurance and Ammunition Surveillance Career Programs; also, to conduct AMC/Defense Logistics Agency (DLA) selected program reviews.

b. Functions. The functions of the Product Quality Division dealing with product quality improvement are to--

(1) Develop policy and staff supervise the Quality Assurance Program activities pertaining to planning and operations related to procurement of in-house production of materiel.

(2) Establish policy for and staff supervise the Product Quality Management Program.

(3) Serve as Army member on Defense Federal Acquisition Regulation Supplement and DOD committees developing policy for acquisition product assurance.

(4) Manage the Army/AMC Quality and Reliability Assurance Career Program.

(5) Provide technical assistance and represents AMC, as required, on the AMC Contract Review Board for production phase of the life cycle.

c. The functions of the Product Quality Division dealing with ammunition surveillance are to--

(1) Develop policies, plans, procedures, and standards for ammunition stockpile reliability and ammunition surveillance to include the explosive safety responsibilities of QASAS personnel.

(2) Develop policies, plans, procedures, and standards for stockpile reliability and surveillance of defensive chemical materiel.

(3) Direct implementation of and staff supervise the Worldwide Ammunition Surveillance Reliability Program; ammunition surveillance for Class V materiel; and Stockpile Reliability Program (SRP) and surveillance of defense chemical materiel.

(4) Provide technical assistance and committee/working group representation to HQ AMC staff, Executive Director for Conventional Ammunition, DA, and DOD on matters relating to explosives safety; surety for lethal chemical munitions and nuclear weapons materiel; physical security and control of sensitive munitions during storage, handling, and transportation; and quality assurance of defense chemical materiel.

(5) Participate in worldwide technical assistance visits; manpower surveys; physical security review board; and provide input for DCS level review of the planning, programming, and budgeting for U.S. Army Armament Munitions and Chemical Command (AMCCOM), U.S. Army Missile Command (MICOM), AMSAA, and PM SRP; and QASAS intern and career training.

(6) Manage the QASAS Career Program.

(7) Provide AMC representation in negotiation of interservice agency support agreements for surveillance programs of other services' ammunition stored in Army installations under provisions of the Joint Interservice Logistics Support Agreement for Ammunition, or AMC responsibility as the single service manager for conventional munitions.

(8) Direct development of new techniques and procedures for ammunition surveillance operations and prescribed tests and trial implementation programs.

(9) Review and approve ammunition peculiar equip ment, depot modernization, and ammunition surveillance facility programs and reviews used in the product assurance mission.

(10) Serve as the AMC focal point for investigations of specific incidents related to major failures/malfunctions (including suspensions and restrictions) of munitions, and provide reports to AMC command group.

(11) Staff supervise the U.S. Army Defense Ammunition Center and School in mission activities associated with ammunition surveillance, stockpile reliability, and QASAS career programs. The Chief, Ammunition Civilian Career Management Office, will act as team leader for reviews of these programs.

(12) Provide support to AMC weapon systems offices on fielded ammunition as delineated in AMC-R 5-6.

c. The functions of the Product Quality Division dealing with product quality measurement and support are--

(1) Program Reviews.

(2) Select systems for review and documentation of overall effectiveness on Army procurement product assurance policies, procedures, and practices. Reviews will include procuring and technical activities as well as production facilities.

(3) Review technical requirements and associated quality assurance provisions of the procurement package.

(4) Evaluate contractor's ability to control the manufacturing operations to consistently produce an acceptable product.

(5) Evaluate the adequacy of the technical guidance and support provided to the contract administration activity performing the inspection and acceptance of production items.

(6) Verify that results of reviews are documented and that required corrective actions are identified, responsibility for corrective action assigned, and that corrective actions are completed.

(7) Task appropriate AMC activities to support selected system reviews.

(8) Serve as AMC point of contact for Joint AMC/DLA Selected Program Reviews. (Joint Agreement for Product Assurance Selected Program Reviews, AMC/DLA.)

(9) Develop and monitor short- and long-term product improvement initiatives.

(10) Recommend policy changes that produce solutions to systemic quality problems.

(11) Formulate Army policy for and staff supervises the Component Safety Program.

(12) Accomplish special projects for DCSPAT relative to overall implementation and effectiveness of AMC quality assurance policies. Provide current quality related information and program status to MSCs and AMC field activities on a routine basis.

d. Supply and maintenance quality.

(1) Plan, staff supervise, and evaluate the supply and maintenance segment (receipt, storage, issue, and reconditioning) of the AMC Product Assurance Program (excluding Class V materiel).

(2) Develop AMC product assurance policy, plans, and procedures for the reconditioning of materiel.

(3) Provide technical assistance and committee/working group representation to HQ AMC staff, DA, and DOD on matters relating to supply and maintenance quality assurance operations.

(4) Participate in worldwide staff assistance visits, manpower surveys, command logistics reviews, and technical evaluations of AMC supply and maintenance activities.

(5) Formulate policy and staff supervises customer feedback center activities.

e. Others.

(1) Evaluate and coordinate product assurance sponsored Military Construction, Army (MCA) programs and serves as the DCSPAT member of the MCA working group.

(2) See Common Division Functions, paragraph 9-2.

CHAPTER 10

DEPUTY CHIEF OF STAFF FOR TECHNOLOGY PLANNING AND MANAGEMENT

DEPUTY CHIEF OF STAFF
FOR
TECHNOLOGY PLANNING
AND
MANAGEMENT

CHAPTER 10

DEPUTY CHIEF OF STAFF FOR TECHNOLOGY PLANNING AND MANAGEMENT

The Deputy Chief of Staff for Technology Planning and Management (DCSTPM) mission is to--

a. Plan, direct, prioritize, and evaluate the U.S. Army Materiel Command (AMC) technology base investment strategy. Eliminate nonessential duplication and recommend termination, redirection, and alternatives to research and development efforts within AMC.

b. Manage AMC technology base programs, ensuring technology integration across mission areas and timely and cost effective technology insertion. Establish command technology base policy for AMC laboratories and research, development, and engineering centers (RDECs).

c. Monitor performance of and provide policy and guidance to the AMC laboratories, RDECs, and research offices to ensure their effectiveness in exploring, developing and sustaining technology for application to Army systems and materiel and in overall support of the RDA process. Analyze and evaluate the quality of the scientific and technical workforce, overseeing steps taken to ensure high quality and appropriate utilization of scientists and engineers.

d. Disseminate technical planning, budget, and requirements information to current and potential defense contractors; acquire and assess technology from external sources, including other government agencies, industry, academia, and foreign industry and governments.

e. Facilitate and support the application of new and proven technology to all relevant systems. Promote the transition of technology from the technology base to system application. Establish, maintain, and monitor the technology demonstration process. Propose approaches to revolutionize the battlefield. Provide independent assessments to support technology and systems decisions. Provide specialized engineering support to the technology planning and development process.

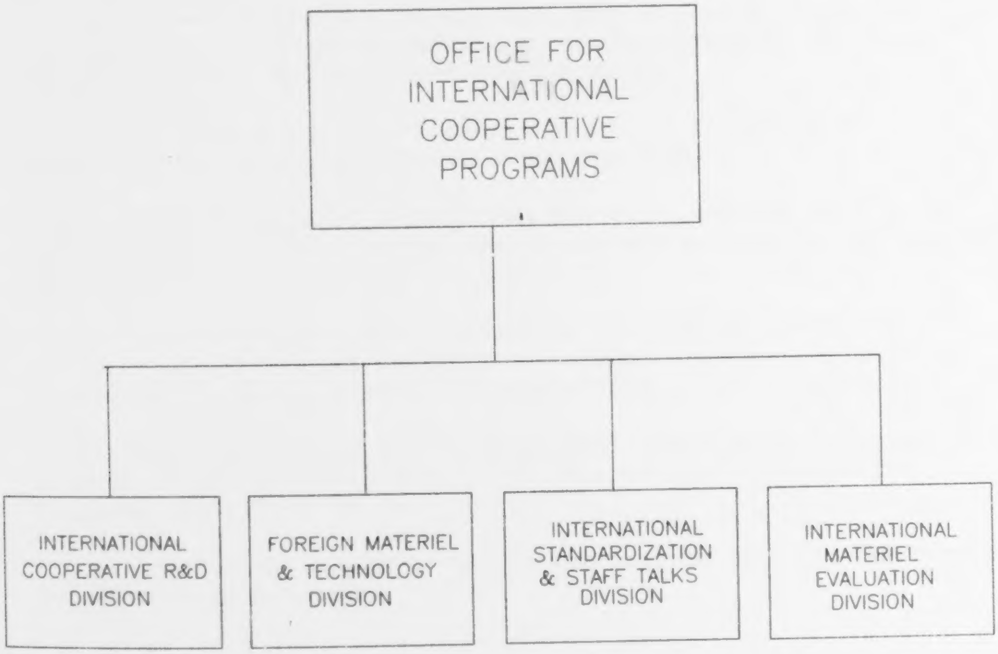
f. Exercise staff supervision of the Directorate for Technology Planning and Management and the Advanced Systems Concept Office, Headquarters, U.S. Army Laboratory Command.

CHAPTER 11

OFFICE OF THE DEPUTY COMMANDING GENERAL FOR INTERNATIONAL COOPERATIVE PROGRAMS

OFFICE OF THE DEPUTY COMMANDING GENERAL FOR INTERNATIONAL COOPERATIVE PROGRAMS

DCGICP
ASST DEP FOR INT'L COOP PROG
ASST FOR NATO/ABCA ACTIVITIES


OFFICE FOR INTERNATIONAL COOPERATIVE PROGRAMS
INTERNATIONAL COOPERATIVE R&D DIVISION
FOREIGN MATERIEL & TECHNOLOGY DIVISION
INTERNATIONAL STANDARDIZATION & STAFF TALKS DIVISION
INTERNATIONAL MATERIEL EVALUATION DIVISION

CHAPTER 11

OFFICE OF DEPUTY COMMANDING GENERAL FOR INTERNATIONAL COOPERATIVE PROGRAMS

11-1. Deputy Commanding General for International Cooperative Programs. The mission of the Deputy Commanding General for International Cooperative Programs (DCGICP) is to--

a. Manage international cooperative programs for research, development, test, evaluation (RDTE) and acquisition, and other programs assigned by the Office of the Secretary of Defense (OSD) and Headquarters, Department of the Army (HQDA).

b. Represent the U.S. Army Materiel Command (AMC) at the U.S./German Staff Talks.

c. Direct activities of the U.S. Army Research, Development, and Standardization Groups in Canada, Australia, Germany, The United Kingdom, and the AMC representative--France.

d. Sign Data Exchange Annexes (DEAs) and memoranda of understanding (MOUs) on behalf of the U.S. Army.

e. Advise the Army Acquisition Executive and OSD on international matters related to the evaluation and acquisition of foreign materiel.

f. Provide functional guidance to the program executive officers (PEOs)/project managers on international policy and procedures relating to materiel acquisition.

11-2. Assistant Deputy for International Cooperative Programs. The mission of the Assistant Deputy for International Cooperative Programs (AMCICP-AD) is to--

a. Advise the DCGICP on policy and program direction on defense cooperation in armaments.

b. Act on behalf of the DCGICP in facilitating international cooperative programs for RDTE and other specified programs assigned by OSD and HQDA.

c. Serve as Head of Delegation to the U.S./Germany Army Armaments Working Group and represent AMC at the U.S./Germany Steering Committee.

d. Formulate and advise the DCGICP on policy and procedures associated with international cooperative programs.

e. Provide executive oversight on the formulation of international armaments cooperation projects within AMC.

f. Exercise executive supervision over the U.S. Army Research, Development, and Standardization Groups in The United Kingdom, Canada, Australia, Germany, and the AMC representative--France.

11-3. Assistant for the North Atlantic Treaty Organization (NATO)/American, British, Canadian, and Australian (ABCA) Activities. The mission of the Assistant for NATO/ABCA Activities (AMCICP-AA) is to--

a. Act as the Chief of the Office for International Cooperative Programs and oversee the day-to-day activities associated with the execution of AMC responsibilities in international cooperative programs.

b. Assist the DCGICP and the assistant deputy on international RDTE, acquisition, and other programs assigned by OSD and HQDA.

c. Manage the Army office of record for international standardization agreements (NATO standardization agreements (STANAGs) and ABCA quadripartite standardization agreements (QSTAGs)).

d. Evaluate the implementation of materiel-related STANAGs and QSTAGs for which AMC is the proponent.

e. Coordinate AMC staff management of activities of the U.S. Army Research, Development, and Standardization Groups in The United Kingdom, Canada, Australia, Germany, and the AMC representative--France.

f. Review and make recommendations on the nominations of AMC personnel identified as principal representatives to NATO, ABCA, and other international fora.

g. Coordinate AMC activities associated with participation in the NATO Army Armaments Group/Panels, the Four-Power Senior National Representatives (Army), and the NATO Military Agency for Standardization Working Parties and the ABCA Quadripartite Working Groups, as required..

h. Serve as the U.S. Deputy Washington Standardization Officer and the AMC representative to TEAL under the ABCA Armies Standardization Program.

11-4. Office for International Cooperative Programs. The mission of the Office for International Cooperative Programs is to--

a. Assist the DCGICP in managing and implementing international cooperative programs for RDTE, acquisition, and other programs assigned by OSD and HQDA.

b. Administer designated programs on behalf of OSD, the Army, and AMC in the areas of international cooperative research, development, test and evaluation, and standardization.

c. Exercise authority delegated to the Commanding General, AMC, for disclosing classified military information under the Mutual Weapons Development Data Exchange Program, the Defense Development Exchange Program, MOUs, the ABCA Armies Standardization Program, and The Technical Cooperation Program.

d. Serve as Army Executive Agent for the ABCA National Standardization Office and the Army office of record for international standardization agreements.

e. Coordinate AMC implementation and compliance with international standardization agreements.

f. Coordinate AMC participation in the U.S. Army Training and Doctrine Command (TRADOC)-led bilateral staff talks.

g. Support the Army acquisition process through timely market surveillance, investigation and evaluation of technology and/or materiel from foreign sources, and participate in the budget development process.

h. Manage the U.S. Army foreign weapons evaluation/international materiel evaluation programs.

11-5. International Cooperative Research and Development (R&D) Division.

a. Mission. The mission of the International Cooperative R&D Division is to--

(1) Provide policy guidance and manage Army participation in the Cooperative R&D MOUs; Defense Development Exchange Program (DDEP); U.S./Canada Defense Development Sharing Program (DDSP); and the International Professional Scientist and Engineer Exchange Program (SEP).

(2) Manage the Army participation in the U.S./Japan systems and technology forum (S&TF) and the U.S./Korean Technological Cooperation Committee (TCC).

(3) Support OSD and AMC in Defense industrial cooperation (DIC), standardization of testing agreements, and visits by foreign military and industrial officials.

b. Functions. The functions of the International Cooperative R&D Division are to--

(1) Serve as the AMC focal point for the identification of cooperative R&D projects and the development, coordination, negotiation, and execution of MOUs.

(2) Serve as the AMC focal point for the identification of technological areas for data exchange and the preparation, coordination, negotiation, and implementation of DEAs. Maintain DEA database. Publish and distribute an annual report.

(3) Identify, interview, place, and monitor U.S. exchange scientists and engineers. Identify positions, place, and monitor the assignment of foreign scientists and engineers at AMC laboratories and research, development and engineering centers (RDECs).

(4) Coordinate and participate in bilateral and multilateral cooperative programs.

(5) Coordinate, monitor, and participate in U.S./French Working Groups for armaments; communications and electronics; helicopters; mobility; nuclear, biological, and chemical (NBC) Defense; and tech base.

(6) Provide staff expertise to HQ AMC and the major subordinate commands (MSCs) on cooperative R&D projects and other international cooperative programs.

(7) Provide liaison with foreign embassies and with U.S. elements abroad on assigned missions.

(8) Support visits of foreign dignitaries on cooperative R&D projects and other international cooperative programs.

(9) Support visits of U.S. senior-level officials and technical personnel abroad. Review and recommend approval of visits abroad by AMC personnel. Manage HQDA funds for unprogrammed foreign travel in support of assigned programs.

(10) Review and recommend approval of accreditations for foreign personnel to HQ AMC and MSCs.

(11) Prepare, coordinate, and disseminate policy and procedures for assigned programs through Army regulations (ARs) and DA Pamphlets, AMC regulations and pamphlets, and standing operating procedures (SOPs) on cooperative R&D.

11-6. International Standardization and Staff Talks Division.

a. Mission. The mission of the International Standardization and Staff Talks Division is to--

(1) Manage Army participation in international multilateral standardization programs including selected NATO programs; ABCA Armies Standardization Program; Air Standardization Coordinating Committee (ASCC); and ABCA Naval Standardization Program.

(2) Serve as the AMC point of contact and coordinator for all matters related to international standardization agreements, bilateral or multilateral staff talks and logistics interoperability.

(3) Serve as Army Executive Agent for the ABCA National Standardization Office and the Army office of record for international standardization agreements.

b. Functions. The functions of the International Standardization and Staff Talks Division are to--

(1) Serve as the Army functional agent for international rationalization, standardization, and interoperability (RSI) programs, as specified by ARs 11-31 and 34-1.

(2) Coordinate the U.S. position for ratification of NATO STANAGs and ABCA Armies QSTAGs. Ensure agreements are implemented and periodically evaluated for compliance.

(3) Develop and coordinate Army positions on proposals for NATO and ABCA international standardization documents.

(4) Coordinate Army position for subscription of international standardization agreements staffed by DOD and other Services.

(5) Serve as the Army office of record for international standardization agreements (STANAGs, QSTAGs, and Air Standards) and the National Standardization Office (ABCA) to include processing, coordination database management, and evaluation of agreements.

(6) Manage AMC support and participation in TRADOC-led bilateral staff talks on materiel aspects. Manage AMC-chaired U.S./German Army Armaments Working Group.

(7) Serve as as the AMC focal point for developing and coordinating proposed AMC/DA positions on policy and program issues for international logistics standardization programs to include program implementation and evaluation.

(8) Direct and coordinate U.S. membership and participation in international working groups/panels/working parties for assigned programs and publish compendium on representatives.

(9) Review and recommend accreditation under the ABCA program of foreign liaison officers within AMC.

(10) Coordinate visits to the U.S. and U.S. visitors to allied nations on NATO/ABCA standardization matters.

(11) Coordinate and disseminate policy and procedures through ARs and DA Pamphlets, AMC regulations and pamphlets, and SOPs.

11-7. Foreign Materiel and Technology Division.

a. Mission. The mission of the Foreign Materiel and Technology Division is to--

(1) Provide policy guidance and coordinate Army participation in the NATO Cooperative R&D and Comparative Test Program and the Foreign Weapons Evaluation (FWE) Technology Program.

(2) Coordinate AMC participation in the NATO Advisory Group for Aerospace R&D (AGARD); NATO A/C 243 - Defense Research Group and Emerging Technologies (DRG); The Technical Cooperation Program (TTCP); and the Reciprocal Use of Materiel (Standardization Loans) Program.

(3) Support HQ AMC, the PEOs, project/product managers (PMs), and other AMC elements to--

(a) Identify foreign non-developmental items (NDI) with the potential to meet Army requirements, prior to and during development, and to correct system/subsystem/component deficiencies of fielded materiel.

(b) Process requests for OSD funds for test and evaluation (T&E) under the NATO Comparative Test Program.

(c) Process requests for OSD funds under the NATO Cooperative R&D Program.

b. Functions. The functions of the Foreign Materiel and Technology Division are to--

(1) Support the Army streamlined acquisition process through effective and timely development of policy guidelines and implementation procedures for foreign market surveillance and evaluation of foreign materiel/technology.

(2) Serve as the AMC focal point in foreign NDI market surveillance and provide assistance to the PEO/PM/MSC. Provide staff expertise on cooperative projects and other international cooperative programs. Participate in activities associated with the development of the Mission Area Materiel Plan (MAMP); the Long-Range Research, Development, and Acquisition (RDA) Plan (LRRDAP); and preparation for Army Systems Acquisition Review Councils (ASARCs), where foreign materiel and technology is involved.

(3) Serve as the principal HQ AMC staff entry point for applied technology and materiel from foreign governments and industries.

(4) Maintain and update a reference system for foreign technology and equipment and Army requirements.

(5) Direct the AMC participation in candidate nominations and coordination of NATO Cooperative R&D and Comparative Test Programs.

(6) Establish working groups to review candidate nomination proposals for NATO Cooperative R&D and Comparative Test Programs. Conduct periodic joint workshops with AMCICP-IM subject matter experts on program strategy/reviews.

(7) Advise the PEO/PM/MSC in the development of acquisition strategies and associated management documents to include the RSI armaments cooperative opportunities.

(8) Provide translation support of international agreements in French and German and on-site translation of conference documents and minutes of meetings. Review and certify major international agreements for linguistic consistency and semantic conformity.

(9) Provide simultaneous and consecutive interpreting support from French or German into English and vice versa at major international conferences sponsored by the Army R&D community (DA, AMC, TRADOC, etc.).

(10) Support visits of foreign dignitaries to AMC for assigned programs. Coordinate technical seminars on "How To Do Business with the Army."

(11) Support visits of foreign government/industry personnel and U.S. visitors to allied nations on assigned programs.

11-8. International Materiel Evaluation Division.

a. Mission. The mission of the International Materiel Evaluation Division is to--

(1) Identify candidates for and manage the Army program for T&E of foreign, free-world military equipment with potential to satisfy a valid user requirement as an alternative to an U.S. development program.

(2) Facilitate T&E by obtaining OSD funds for the FWE Program.

b. Functions. The functions of the International Materiel Evaluation Division are to--

(1) Manage the FWE program and serve as the AMC point of contact for OSD/DA/AMC-directed activities to test and evaluate equipment under the FWE program and the NATO Comparative Test Program, when assigned.

(2) Coordinate with PEO/PM/MSC, TRADOC, and the Logistics Evaluation Agency, as appropriate, during the T&E process.

(3) Participate in test integration working groups and in-process reviews (IPRs) for FWE program and assigned NATO Comparative Test candidates. Establish a working group to review candidate nomination proposals and conducts workshops with AMCICP-FM on FWE program strategy and project reviews.

(4) Direct and coordinate materiel testing and monitor technical contract supporting the T&E of foreign candidates.

(5) Review requirements documents to identify valid Army needs that could be met by foreign candidates. Initiate market investigations in support of FWE and conducts a surveillance of foreign government and industry in support of NATO Comparative Testing.

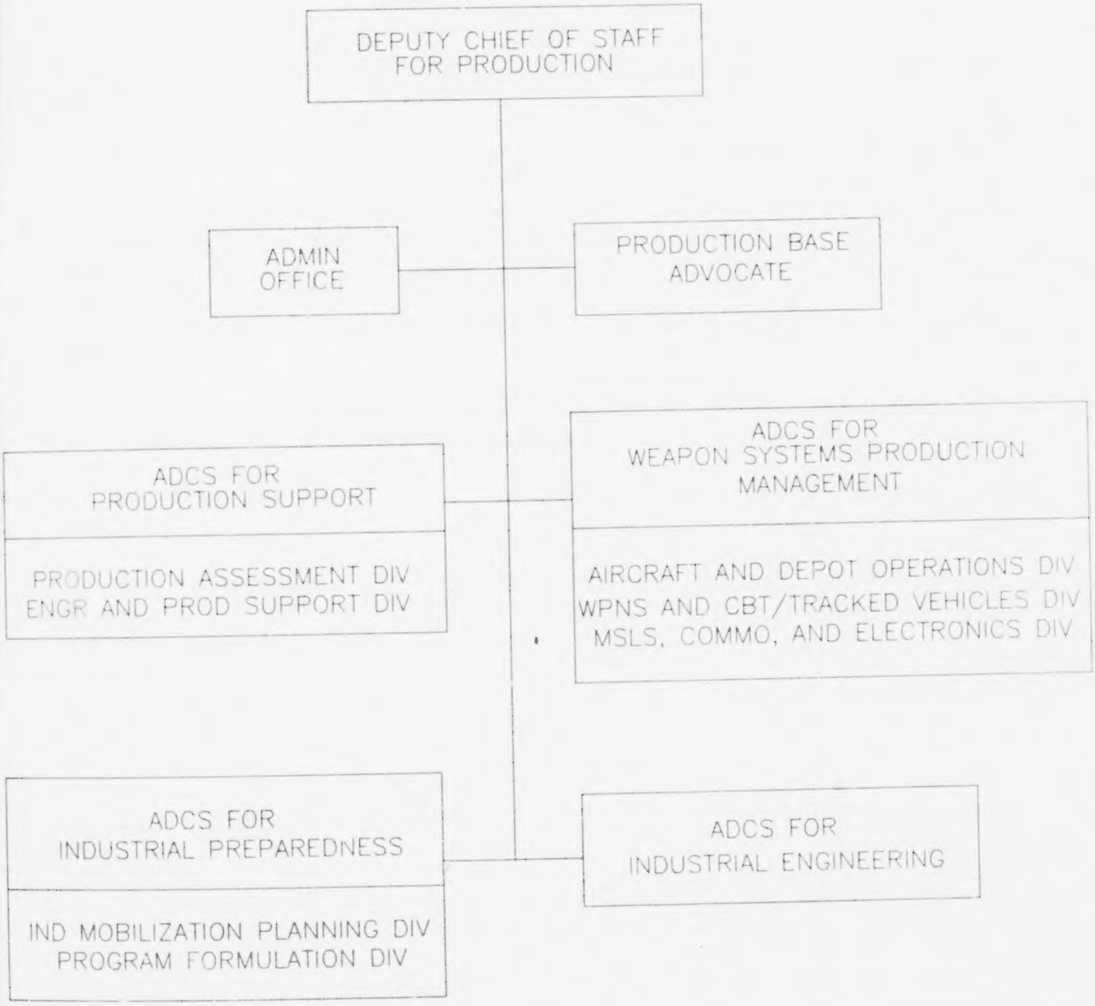
(6) Maintain data in support of FWE market investigation and candidate evaluation to identify foreign candidates that could be adapted to the streamlined acquisition process.

(7) Validate information in foreign documentation for candidate systems under consideration and review U.S. test plans.

(8) Support foreign visits to AMC installations and activities for international cooperative programs to include market investigation and T&E of candidate equipment.

CHAPTER 12

DEPUTY CHIEF OF STAFF FOR PRODUCTION


DEPUTY CHIEF OF STAFF FOR PRODUCTION
ADMIN OFFICE
PRODUCTION BASE ADVOCATE
ADCS FOR PRODUCTION SUPPORT
PRODUCTION ASSESSMENT DIV
ENGR AND PROD SUPPORT DIV
ADCS FOR WEAPON SYSTEMS PRODUCTION MANAGEMENT
AIRCRAFT AND DEPOT OPERATIONS DIV
WPNS AND CBT/TRACKED VEHICLES DIV
MSLS, COMMO, AND ELECTRONICS DIV
ADCS FOR INDUSTRIAL PREPAREDNESS
IND MOBILIZATION PLANNING DIV
PROGRAM FORMULATION DIV
ADCS FOR INDUSTRIAL ENGINEERING

CHAPTER 12

DEPUTY CHIEF OF STAFF FOR PRODUCTION

12-1. Deputy Chief of Staff (DCS) for Production. The mission of the DCS for Production is to--

a. Plan for production from the earliest stages of design.

b. Promote selection of contractors for development on merits of their ability to produce and provide surge and mobilization capacity, not just their development credentials.

c. Integrate production engineering functions into the development effort.

d. Match manufacturing technology to producibility voids to make materiel development programs timely and relevant.

e. Plan for prove-out of both production process and facilities and producibility of the hardware design.

f. Discipline management of production through assessment, surveillance, and a closed-loop corrective action process for deficiencies starting in development.

g. Conduct thorough production readiness reviews to achieve planned objectives and track progress through an integrated database.

h. Conduct daily production surveillance for on-time deliveries.

i. Expand military expertise in production management through on-the-job assignments. Develop civilian workforce.

j. Plan and maintain satisfactory levels of production base, surge, and mobilization capacity for materiel critical to sustained readiness.

k. Serve as a standing member of the AMC Acquisition Management Improvement Committee.

l. Participate in Materiel Acquisition Review Boards (MARBs).

m. Exercise operational control over the U.S. Army Industrial Engineering Activity.

12-2. Assistant Deputy Chief of Staff (ADCS) for Production Support. The mission of the ADCS for Production Support is to:

a. Provide technical and management services to the other organizational elements of the DCS for Production in the areas of engineering in support of production, production management, and production control.

b. Establish policy and guidance in all phases of production management and production readiness activities.

c. Provide for the conduct of acquisition improvement reviews and the evaluation of selected Army acquisition programs at contractor facilities.

d. Provide for the development, maintenance, and use of the production review integrated data base to reflect government and contractor performance on major Army acquisition programs.

e. Serve as a standing member of the AMC Acquisition Management Improvement Committee working group.

f. Establish policy and guidance in all phases of production control with special emphasis on Defense Logistics Agency (DLA) and Defense Contract Audit Service (DCAS) interface and control administration.

12-3. Engineering and Production Support Division.

a. Mission. The mission of the Engineering and Production Support Division is to provide engineering technical and management services in support of production, value engineering, configuration management, production management, the Defense Standardization Program, Army Technical Data Management Program, and the Department of Defense (DOD) Parts Control Program.

b. Functions. The functions of the Engineering and Production Support Division are to--

(1) Establish policy and guidance in all phases of production management and production readiness activities.

(2) Serve as proponent for and maintain AMC regulation (AMC-R) 70-72 (Production Management), AMC-R 70-67 (Production Readiness), and AMC-R 70-6 (Producibility, Engineering, and Planning).

(3) Manages Value Engineering (VE) Program.

(4) Direct, control, coordinate, monitor, and staff supervises--

(a) The Defense Standardization Programs for the Army.

(b) The Army Technical Data Management Program.

(c) Configuration management for the Army.

(5) Participate in the DOD Parts Control Program and in the Government/Industry Data Exchange Program (GIDEP).

(6) Develop and implement the AMC Technical Data/Configuration Management System.

(7) Serve as the Army Departmental Standardization Office and as the Army Data Management Office.

(8) Serve as the secretariat to the Army members of the Defense Materiel Specifications and Standards Board.

(9) Serve as the AMC staff activity engineering support to DLA and General Services Administration (GSA).

(10) Serve as AMC activity director for the Operations and Maintenance Army (OMA) Standardization Program funded with Army Management Structure (AMS) code 728012.13100.

(11) Serve as the Army proponent for Army regulations relating to defense standardization, Army data management, and configuration management.

(12) Manage the Production Management career field and the civilian Product/Production Engineering Intern Program.

12-4. Production Assessment Division.

a. Mission. The mission of the Production Assessment Division is to--

(1) Plan, develop, implement, and execute a continuing program of integrated assessments of acquisition management which reflect Government and contractor performance on the composite of Army weapons systems and acquisition programs.

(2) Conduct acquisition improvement reviews and evaluate selected Army acquisition programs at contractor facilities.

(3) Staff supervise the development and execution of both government and contractor corrective action plans to eliminate programmatic and systemic deficiencies identified through acquisition improvement reviews.

(4) Identify recommended changes in acquisition management practices and policies required to ensure continuing improvements in government and contractor performance in acquisition.

(5) Develop, maintain, and use the AMC production review integrated database to reflect government and contractor performance on major Army acquisition programs.

b. Functions. The functions of the Production Assessment Division are to--

(1) Develop, implement, and execute methodologies and techniques for measurement and characterization of the relationship between cost, schedule, and technical performance requirements through acquisition programs.

(2) Develop, implement, and execute techniques for integrated management and engineering analysis, tracking and reporting of the near- and long-term indicators of government and contractor performance on the composite of Army acquisition programs.

(3) Plan and conduct acquisition improvement reviews on selected Army weapons systems acquisition programs at contractor facilities.

(4) Design, develop, implement, and control the use of the state-of-the-art production review integrated database for the collection, storages, retrievals, processes, transmissions, and communications of data elements related to the quantification of performance indicators used to evaluate government and contractor acquisition management performance.

(5) Conduct research and analysis of the composite database on government and contractor acquisition performance to identify systemic problems in various functional areas for corrective action and to provide lessons learned for use in future acquisition planning and source selection.

(6) Integrate the government and contractor performance assessment process into the materiel acquisition life cycle.

(7) Indoctrinate major subordinate commands (MSCs) and project managers (PMs) on the government and contractor acquisition performance process and requirements for the materiel acquisition life cycle.

(8) Provide briefings and presentations to government and industry associations on the process of government and contractor acquisition performance assessment, findings, and directions.

(9) Review and analyze delivery statistics; identify problem areas; and initiate corrective action.

(10) Provide direct interface with DLA with regard to in-house production control activities.

12-5. Assistant Deputy Chief of Staff for Weapon Systems Production Management. The mission of the ADCS for Weapon Systems Production Management is to--

a. Provide for staff management of production management activities on major Army weapon systems throughout the materiel acquisition life cycle and supervise the activities of the commodity divisions under the DCS for Production engaged in production management.

b. Provide expertise and assistance to the DCS for Production in the execution of production management responsibilities.

c. Provide for development and application of methods and techniques for life-cycle integration of production management on major Army weapon systems.

d. Provide expertise and assistance to the AMC command group and DCSs concerning government and contractor production management.

e. Provide AMC interface with Department of the Army (DA), Office of the Secretary of Defense (OSD), other Services, agencies, and the industrial/scientific communities in the area of production management.

f. Supervise the Chiefs of the Weapons and Depot Modernization; Missiles, Communications and Electronics; Aircraft and Other Support Equipment; and Tracked Combat and Tactical Vehicles Divisions.

12-6. Aircraft and Depot Operations Division. (Same mission and functions statements as in para 12-8.)

12-7. Missiles, Communications, and Electronics Division. (Same mission and function statements as in para 12-8.)

12-8. Weapons and Combat/Tracked Vehicles Division.

a. Mission. The mission of the three commodity-oriented divisions is to provide staff oversight for the implementation of plans, programs, and procedures for the life-cycle activities relating to production of selected AMC systems/items; provide direction, guidance, assistance, and the technical and professional services required to facilitate and support the production process and AMC management thereof.

b. Functions. The following functions are common to the four commodity-oriented divisions:

(1) Provide HQ AMC focal point for engineering and oversight activities associated with production throughout the materiel acquisition life cycle for assigned systems.

(2) Provide HQ AMC representation in support of MARB actions for assigned systems.

(3) Assure that the effective planning, programming, and execution of engineering and management activities associated with production is accomplished for assigned systems in the appropriate materiel acquisition life-cycle phases to accomplish the following:

(a) Plan for production from the earliest stages of design.

(b) Select the development contract or consider the ability to produce and provide surge and mobilization capacity, rather than development criteria, alone.

(c) Integrate production engineering functions including producibility in design review, into the development effort.

(d) Match manufacturing technology to producibility problems so as to establish feasibility to make a timely and relevant program.

(e) Plan for prove-out of both production facilities and producibility of the hardware design (i.e., proof of production and production tooling).

(f) Initiate during development, the disciplined management of production through assessment, surveillance, and a closed-loop corrective action process for deficiencies.

(g) Monitor delivery status through regular production surveillance.

(h) Plan and maintain satisfactory levels of production base, surge and mobilization capacity for those things critical to success.

(4) Participate in initial production readiness reviews and final production readiness reviews for assigned systems throughout proof of principle and development and production prove-out phases; participate in production assessment reviews for assigned systems throughout production and deployment.

(5) Perform engineering reviews and analyses of assigned systems in order to provide independent evaluation of the overall state of production readiness.

(6) Provide independent assessments of production feasibility and/or production readiness on assigned systems to decision makers at major milestones or as requested. Recommend alternate courses of action of Army systems programs in order to achieve/maintain a state of production readiness.

(7) Monitor the impact of production delays and track the status of corrective actions on assigned systems. Provide summary reports to the DCS for Production on delivery status, contractual shortfalls, get-well plans, and producibility of the hardware design (i.e., proof of production).

(8) Provide representation for the DCS for Production to Selected Acquisition Report (SAR) and Program Summary Report (PSR) actions; serve as AMC liaison for production management of assigned systems with the Program Executive Officer (PEO) organization.

(9) Monitor and provide guidance for compliance with statutory labor provisions pertaining to the workforce of AMC suppliers; monitor all aspects of labor status and labor actions that may impact on production of assigned systems.

(10) Conduct visits to field elements and contractor plants, as appropriate, to further the interest of production management.

(11) Support the activities of the Army Product Engineering Services Office (APESO) for assigned systems. Serve as member of Program Management Advisory Group for assigned systems as required.

(12) Serve as the staff manager for the manufacturing methods and technology (MMT), military adaptation of commercial items (MACI), computer-aided design/computer-aided manufacture computer-aided test (CAD/CAM/CAT), Industrial Modernization Incentive Program (IMIP), and production base support (PBS) projects for assigned commodity areas.

(13) Manage the PBS program including depot maintenance Plant Equipment (DMPE).

(14) Chair the joint DA/AMC review of PBS projects (productivity investment fund (PIF), layaway of industrial facilities (LIF), MMT, DMPE) for inclusion in budget and apportionment submission. Resolve and establish PBS priorities and justify these projects to higher authority.

(15) Technically direct and coordinate projects involving construction with Office of the Chief of Engineers (OCE). Provide a member to Military Construction Army (MCA) working group for review of projects.

12-9. Assistant Deputy Chief of Staff for Industrial Preparedness. The mission of the ADCS for Industrial Preparedness is to develop and maintain an industrial base capable of supporting military materiel requirements of approved forces in current and future military operations. Also, this DCS will assist the DCS for Production in the role as Executive Director for Industrial Preparedness to oversee the industrial base capability for surge, sustainability and mobilization; war reserve, maintenance, transportation, personnel, and funding.

12-10. Program Formulation Division.

a. Mission. The mission of the Program Formulation Division is to provide overall management of resources required to support, maintain, and retain an industrial base capable of responding to current and emergency procurement actions. Also, this division will represent the DCS for Production in planning, programming, budgeting, and executing AMC programs for manufacturing technology, nondevelopmental items, value engineering, production base support, industrial preparedness, engineering in support of production, and producibility engineering and planning (PEP).

b. Functions. The functions of the Program Formulation Division are to--

(1) Ensure that programming for all areas is adequate and responds to the Defense Guidance and The Army Plan (TAP) and ensure inclusion of the program in AMC guidance and AMC needs letter.

(2) Issue coordinated AMC policy and guidance on use of above resources and ensure compliance with DA and DOD directives dealing with these areas.

(3) Conduct staff visits to field elements involved in the Army's industrial base to ensure adequacy of staff and facilities, effective utilization of resources, and maximum program accomplishment.

(4) Represent the DCS for Production on the AMC Jr. Resources Action Committee (RAC), and provide backup for the DCS on the Sr. RAC. Represent the DCS for Production at HQDA functional panel resources reviews, OSD, and Office of Management and Budget (OMB) hearings concerning all resources managed by the division.

(5) Develop, represent, and defend budget program estimates and apportionment requests to DA, OSD, and OMB, and prepare Congressional backup information. Establish command objectives for execution of the PBS and VE programs, and participates in Procurement Army (PA) execution reviews.

(6) Participate in Army Materiel Plan (AMP) reviews to ensure adequate programming for VE and production base support requirements.

(7) Prepare and issue delegations of authority pertaining to management of the PBS program based on guidance from DA and OSD.

(8) Serve as AMC program/budget activity director for OMA Production Engineering (PE) and standardization programs funded with AMS codes 728012.12, 728012.13, 728012.16, and 728012.19 and the Industrial Preparedness Operations Program funded with AMS Code 728011. Provide technical advice to the DCS for Resource Management (DCSRM) in development of the program/budget and during execution reviews. Analyze financed and unfinanced requirements submitted by MSCs/activities. Manage and justify resources (funding and manpower). Prepare narrative and resource schedules for the AMC Budget and Program Resource Review (BPRR) and Command Operating Budget (COB). Review and evaluate OMA budget guidance received from DA and establishes AMC program budget guidance (resources and narrative).

(9) Provide fiscal planning and control through authorization of release and reprogramming of AMC resources for manufacturing technology to AMC subordinate activities. Coordinate program and budget requirements with applicable appropriation, and provide justification and impact statements as required to include Congressional backup information.

(10) Coordinate all resource requirements for engineering support and PEP.

(11) Develop and recommend AMC position on and prepare replies to General Accounting Office (GAO), DOD Inspector General (DODIG), U.S. Army Audit Agency (USAAA), Inspector General (IG), and Congressional inquiries relating to assigned functions.

(12) Represent the DCS for Production in all matters pertaining to military construction.

(13) Coordinate project development for all PA funded construction at government-owned-contractor-operated (GOCO) facilities and MCA-funded construction of government-owned-government-operated (GOCO) production facilities.

(14) Develop and clarify policy guidance for construction and construction related issues at AMC GOCOs to include energy and environmental programs.

(15) Serve as member of MCA working group and Energy Planning and Policy Committee.

(16) Prepare Congressional backup information for construction.

(17) Act as liaison for the DCS for Production on construction matters with AMC DCS Engineer; OCE; HQDA DCS for Research, Development and Acquisition (RDA); and subordinate commands and activities.

(18) Serve as the focal point within DCS for Production for the review and analysis of organizational structures for assigned mission. Serve as the focal point within DCS for Production for the support, review, and analysis of manpower management surveys of production elements of AMC installations and activities.

(19) Act as DCS for Production representative on all aspects of proposed base closures, consolidations, and relocation as they pertain to production activities. Perform management analysis and studies for DCS for Production pertaining to production activities.

(20) Provide overall management of office budget for temporary duty (TDY), payroll, supplies, and training.

12-11. Industrial Mobilization Planning Division.

a. Mission. The mission of the Industrial Mobilization Planning Division is to provide all planning required to maintain/retain an adequate industrial base capable of producing essential materiel to support the national defense objectives. This includes planning with industry and the government-owned industrial base; managing the Industrial Preparedness Planning List; managing of the production base analysis; planning for surge, sustainment, and mobilization.

b. Functions. The functions of the Industrial Mobilization Planning Division are to--

(1) Propose, establish, direct, and ensure implementation of the Army's Industrial Preparedness Program.

(2) Ensure industrial preparedness planning (IPP) policy concurs with DOD/DA directives, regulations, and other program guidance. Conduct compliance reviews.

(3) Develop plans for the acceleration and expansion of production of critical materiel in peacetime, crisis, and mobilization.

(4) Ensure MSC planning is in compliance with IPP policy.

(5) Direct integration of industrial preparedness planning guidance into the acquisition life cycle.

(6) Coordinate activities related to determing the mobilization requirements of Army and other services (for designated items) to support approved/planned force structures.

(7) Coordinate with private industry and other government agencies that participate in planning/consultation/data collection related to the production, transportation, storage, security, distribution, maintenance, modification, or use of mobilization assets.

(8) Coordinate with MSCs to develop an operational plan for surge and mobilization production.

(9) Coordinate with MSCs and U.S. Army Training and Doctrine Command (TRADOC) to develop a list of military and commercial substitutes.

(10) Coordinate with DA and through Industrial Engineering Activity (IEA) to the MSCs for use in developing the from the DA critical item list (CIL) or other planning list of critical items.

(11) Coordinate through IEA with the MSCs on data gathering, program development, and publication of the Production Base Analysis (PBA).

(12) Coordinate with other AMC and major command activities relative to the war reserve, training, doctrine, logistic support, and user requirements.

(13) Coordinate with Production Base Advocate in review of PEPs, facilitation, and lay-away programs. Participate in defending restricted procurements to the North American base to reduce foreign dependence.

(14) Serve as DA proponent for designated portions of the DOD's Industrial Preparedness Program to support/enhance the responsiveness of the U.S. industrial base.

(15) Serve as proponent for applicable sections of the national materiels policies. Serve as member of the DOD Composite Materials working group.

(16) Review, approve, and submit candidates for the National Critical and Strategic Stockpile.

(17) Represent Army on Joint Logistics Commanders' (JLC) investigations.

(18) Identify and prioritize Army critical items that are candidates for surge (accelerated production). Determine and justify funding requirements.

(19) Solicit, review, and recommend candidates for the DOD Master Urgency List (MUL).

(20) Direct, manage, and implement DOD MUL policy.

(21) Act as the Army focal point for the DOD/DA Diminishing Manufacturing Sources and Materials Shortage Program (DMSMS).

(22) Serve as Army member of the DOD Beryllium Steering Committee.

(23) Serve as chairman of the DOD Germanium Reclamation Group.

(24) Serve as AMC focal point for AR 700-90.

(25) Direct, manage, and implement the Army's portion of the Defense Priorities & Allocation System (DPAS) under Title I and Title III, Expansion of Productive Capacity, and Supply of the Defense Production Act.

(26) Represent the Army on the DOD Priorities and Allocations Council (P.L. 86-479).

(27) Act as the DA Priorities and Allocations Officer with signatory authority.

(28) Conduct DPAS compliance reviews.

(29) Serve as the Army proponent for the DOD Priorities and Allocations Manual (PAM), AR 715-5.

(30) Serve as Army member of DOD Title III working groups.

(31) Review, approve, and submit candidates for Title III Programs.

(32) Prepare, coordinate, and maintain information pertaining to IPP that will provide management with practical options during crisis operations.

(33) Coordinate with DLA to expand the Register of Planned Emergency Producers (DOD 4005.3-H).

(34) Develop management information systems for assigned mission, and maintain a database for integration into the Army Planning System (APS) that will complement and meet the demands of the DOD Planning, Programming, and Budget System (PPBS); Joint Strategic Planning System (JSPS); and the Joint Operational Planning System (JOPS), as it pertains to long-range and mobilization planning.

(35) Provide staff supervision, technical direction, management control, and program training to AMC subordinate commands and other DA commands in assigned mission areas.

(36) Participate in North Atlantic Treaty Organization (NATO)/OSD/JCS/NAVY/Air Force (AF)/DA/AMC mobilization exercise as related to mission areas assigned.

(37) Participate in annual briefings of production base analysis including annual state of industrial preparedness to DA and OSD.

(38) Respond to AMC, DA, DOD, GAO, USAAA, other Services and agencies, and Congressional inquiries related to industrial preparedness.

(39) Participate in the development and maintenance of U.S./Canadian North American Defense industrial base activities, projects, and workshops.

(40) Review and analyze programs, studies, and models designed to forecast materiel and munitions shortfalls in force sustainment and expansion. Develop and propose management options and an investment strategy for industrial production for consideration by HQDA, Office of the Chief of Staff for Operations (ODCSOPS), and TRADOC in development of alternative force structures and war fighting strategies based on industrial capacity, substitutions, war reserve stockage (WRS), and attrition/expenditure rates.

(41) Guide and direct the conduct of macro/micro-economic and sector studies to identify systemic/chronic shortfalls in production capability due to facilities, equipment, personnel, materials, or utility shortages, foreign dependence/sources, legislative restrictions, and budget constraints.

(42) Develop, issue, and implement all procurement instructions, policies, and procedures pertinent to government property management and administration.

(43) Serve as the AMC point of contact for sale of all government property and services to U.S. contractors for export.

(44) Serve as the AMC representative on Defense Acquisition Regulation, Federal Acquisition Regulation (DAR/FAR) subcommittees dealing with government-furnished property and plant clearance.

(45) Develop, implement, and issue AMC policy on management of plant equipment.

(46) Approve the establishment of disposal of AMC PEPs.

(47) Ensure all excess of non-essential government property is disposed of, i.e., special tooling/special test equipment ST/STE, PEPs, facilities, etc.

(48) Authorize contractors' use and rental of government property for commercial work.

12-12. Office of the Production Base Advocate.

a. Mission. The mission of the Office of the Production Base Advocate is to ensure that all acquisition strategies and plans developed by AMC consider production base matters.

b. Functions. The functions of the Office of the Production Base Advocate are to--

(1) Maintain a warm production base to meet surge production plans.

(2) Modernize facilities to support current and future production schedules.

(3) Conduct business sense analysis prior to facilities layaway decisions.

(4) Consider all commercial and industry aspects to maintain a viable production base.

(5) Review industrial holdings periodically to evaluate need and eliminate obsolete assets.

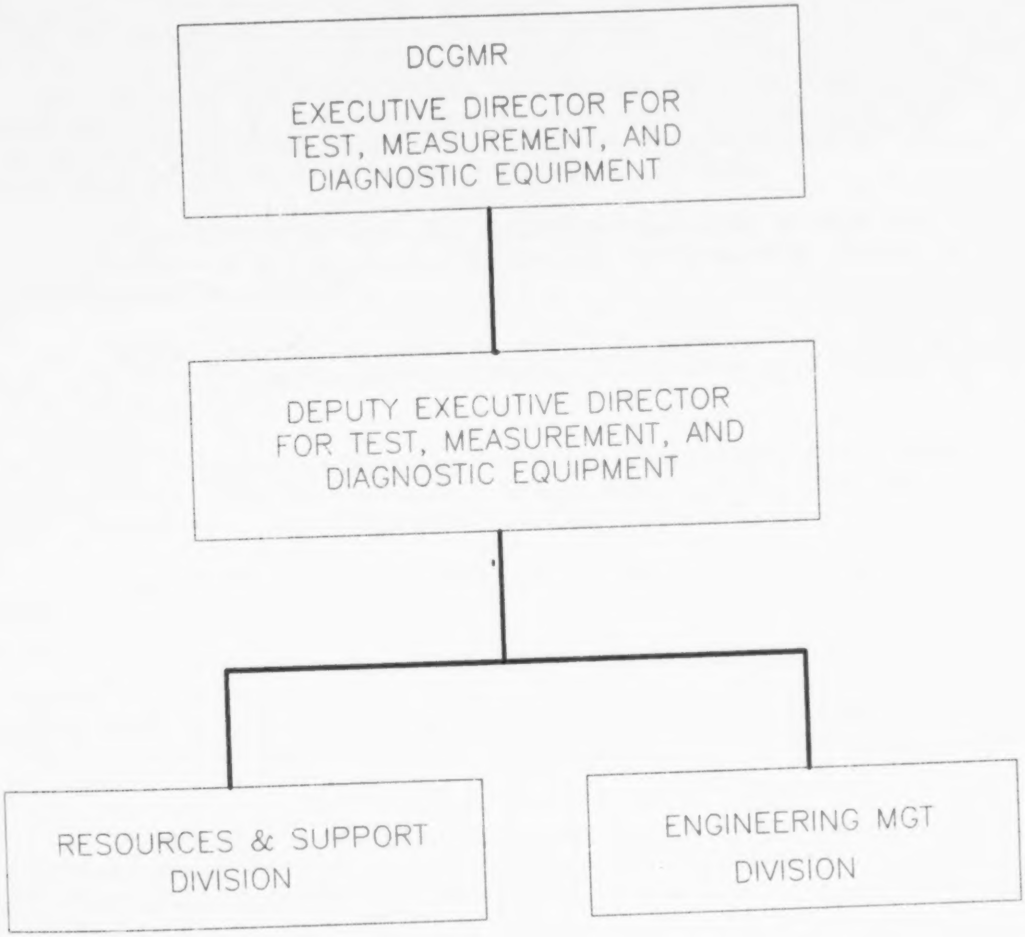
(6) Consider mobilization requirements as a major element in facility investment decisions.

(7) Utilize existing production capabilities and design producibility to enable surge production of new hardware being developed.

(8) Ensure adequate incentives are authorized for industry self-investment.

CHAPTER 13

EXECUTIVE DIRECTOR FOR TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT


DCGMR
EXECUTIVE DIRECTOR FOR TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT
DEPUTY EXECUTIVE DIRECTOR FOR TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT
RESOURCES & SUPPORT DIVISION
ENGINEERING MGT DIVISION

CHAPTER 13

EXECUTIVE DIRECTOR FOR TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT

13-1. Executive Director for Test, Measurement, and Diagnostic Equipment. The mission of the Executive Director for Test, Measurement, and Diagnostic Equipment (EDTMDE) is to--

a. Serve as the single entity responsible for providing policy, guidance, direction, and oversight for management of TMDE Army-wide through the Commanding General, U.S. Army Materiel Command (CG AMC), Department of the Army (DA), Executive Agent for TMDE.

b. Accomplish those specific activities relative to TMDE currently delineated in the mission of the Deputy Commanding General for Materiel Readiness (DCGMR).

c. Direct and control the U.S. Army TMDE Support Group (USATSG), U.S. Army Central TMDE Activity (USACTA), and the Program Manager for TMDE (PM-TMDE).

13-2. Deputy Executive Director for Test, Measurement, and Diagnostic Equipment. The mission of the Deputy Executive Director for Test, Measurement, and Diagnostic Equipment (DEDT) is to--

a. Develop DA policy, programs, and plans for the assessment of TMDE effectiveness in the field.

b. Plan for cost and operationally effective Army-wide use of TMDE during peacetime and wartime through programs for acquiring modern TMDE to replace old and obsolete TMDE, controlling proliferation of makes and models of TMDE, and assuring TMDE acquisition programs are executed according to Army TMDE policy.

c. Ensure that development and operation of an integrated Army TMDE management information system to provide responsive technological, logistics, and managerial information.

d. Ensure that cost and operationally effective Army-wide TMDE calibration and repair support is provided during peacetime and wartime.

e. Serve as the office of primary responsibility for the standardization and interoperability programs and interservice coordination efforts relating to TMDE.

f. Establish and staff supervise the DA Metric Office.

g. Assist EDT in direction and control over the USATSG, USACTA, and PM-TMDE.

h. Serve as the office of primary responsibility for the Joint Task Coordination Group - Calibration and Measurement Technology (JTCG-CMT) to the Joint Logistics Commander organization and panels for the Joint Services Commanders' panel on automatic testing.

i. Serve as the central focal point for TMDE, including policy and procedural development, at HQ AMC.

j. Serve as the functional proponent for the Calibration Management Information System (CALMIS).

k. Serve as the Army agent for calibration system requirements for industry.

l. Serve as AMC's principal point of contact for proposed required operational capability reviews and type classification actions for Army TMDE.

m. Provide support on TMDE matters to other HQ AMC elements.

n. Serve as U.S. representative to the International Standards Organization in the area of metrology and calibration.

13-3. Engineering Management Division.

a. Mission. The mission of the Engineering Management Division is to--

(1) Exercise technical direction and staff supervision over Army-wide TMDE.

(2) Provide staff supervision over the development of common automatic test equipment (ATE) to support the full range of Army weapons systems.

(3) Provide staff supervision over the engineering and scientific activities of AMC in the technical areas of on-system and off-system diagnostics, prognostics, and warning devices.

b. Functions. The functions of the Engineering Management Division are to--

(1) Act as the command proponent for general purpose ATE systems, test program sets (TPS), and software languages used in Army ATE.

(2) Provide assessments of the impact on TMDE of fielding multiple weapons systems over a given time period.

(3) Provide engineering analyses and other studies, as directed, to solve problems, analyze trends, and support command decisions in the TMDE area. Provide AMC representative to studies conducted by other DA elements that have an impact on TMDE.

(4) Maintain an awareness of the current state-of-the-art in diagnostics, prognostics, and warning devices. Coordinate, as necessary, major subordinate command (MSC) activities and initiatives in this area.

(5) Establish and enforce policy to promote standard general purpose TMDE and restrict development and fielding of system peculiar TMDE. Act as approval authority for proposed waivers of ATE policy.

(6) Establish acquisition and application policy to ensure that TMDE considerations are fully addressed in materiel systems requirements documents, acquisition planning documentation, testing programs, and fielding plans.

(7) Establish application, policy, and programs for all TMDE matters of rationalization, standardization, and integration (RSI). Analyze TMDE development and readiness aspects used jointly by North Atlantic Treaty Organization (NATO), America, Britain, Canada, Australia, and other countries to ensure that RSI is accomplished. Ensure NATO and other countries considerations are adequately addressed in the materiel acquisition decision process and AMC reviews.

(8) Review and provide TMDE associated data to conditional release documentation.

13-4. Resources and Support Division.

a. Mission. The mission of the Resources and Support Division is to--

(1) Provide direction for and supervise overall management of the TMDE program and financial management, cost and economic analysis, review and analysis, management analysis, and productivity measurement and improvement program.

(2) Direct activities to determine and obtain the financial resources required to accomplish the worldwide TMDE mission.

(3) Develop TMDE policy and provide staff guidance to TMDE field elements on program/management analysis and review and analysis.

(4) Serve as the principal EDT staff executive for planning, developing, and implementing optimum TMDE missions, organizations, and forces; delineate and document mission responsibilities for EDT elements; staff manage the TMDE readiness and performance evaluation activities throughout the TMDE field elements.

(5) Exercise technical direction over the modernization of the total Army TMDE inventory through the acquisition of non-developmental item (NDI) and developmental TMDE programs.

(6) Serve as the EDT central focal point for operational aspects of approved foreign military sales cases, military assistance programs, and international military education and training programs.

(7) Develop and coordinate EDT activities in support of DA/AMC mobilization and contingency plans. Conduct mobilization planning and provide TMDE guidance to all EDT mobilization activities.

(8) Serve as the senior advisor to the EDT, providing advice, assistance, and expertise to AMC staff and subordinate activities on all TMDE matters pertaining to or impacting on the National Guard Bureau (NGB) and HQ Army National Guard (HQ ARNG). Serve as a central focal point for NGB/HQ ARNG TMDE-related policy matters within EDT, AMC.

b. Functions. The functions of the Resources and Support Division are to--

(1) Develop, prepare, and present briefings to the CG, AMC, and the AMC command group covering all aspects of TMDE program management and organizational performance.

(2) Develop and defend plans, programs, and budgets for assigned appropriations, funds, and programs; control and evaluate program/budget execution for assigned resource programs; conduct independent program evaluation and analysis, including costing, producibility, affordability, and executability for TMDE equipment procurements.

(3) Serve as product manager for the TMDE management information system, providing comprehensive TMDE technical, logistics, and managerial information for all DA elements. Staff supervise all TMDE management information system programs at field elements.

(4) Establish and staff supervise the Central DA Metric Office, and represent the Army for interservice coordination and management of the Department of Defense (DOD) Metric Conversion Program.

(5) Serve as the DA management representative on the Joint Logistic Commanders' panel on automatic testing and interfacing industry working groups that impact on TMDE acquisition and/or standardization. Serve as chairman of the JTCG-CMT for review of facilities, equipment, personnel, and overall resources where calibration/repair effort is duplicated among Tri-Service Forces.

(6) Develop and obtain EDT/AMC approval of organizational and mission studies designed to optimize the TMDE mission alignment, organizational structure, and resource allocation.

(7) Review and analyze DOD/DA/AMC interservice plans, studies, and forecasts to determine impact on TMDE resources and mission.

(8) Provide top-level management planning, policy, and direction to TMDE activities for all matters related to mission, organization, and forces.

(9) Evaluate, coordinate, and staff plans prepared by TMDE subordinate activities that propose major changes in the organizational structure, functional alignment, or method of operation.

(10) Evaluate Inspector General, U.S. Army Audit Agency, General Accounting Office, and other reports on TMDE activities that address systemic issues associated with TMDE mission and organization.

(11) Coordinate TMDE community participation in DA sponsored command logistic review programs and aviation resource management programs. Monitor results concerning TMDE systemic issues and direct corrective actions.

(12) Establish policy to promote standardization and modernization of TMDE, including nonelectronic TMDE, i.e., mechanical, pneumatic, and hydraulic.

(13) Develop policy for the identification and removal of obsolete and/or unnecessary TMDE in the field, and establish requirements, priorities, and resources for replacement of this TMDE. Develop policy to minimize proliferation and reduce the Army inventory of TMDE in the field.

(14) Staff manage the DA/AMC TMDE support program. Develop policy, programs, and plans for the assessment of TMDE operations. In coordination with the DEDT and Chief, Engineering Management Division, exercise logistics management direction over TMDE acquisition and fielding to ensure that all functional logistics elements, integrated logistics support, and logistics support analysis requirements impacting on TMDE acquisitions have been considered and are sufficiently adequate to support DA TMDE system acquisition strategy.

(15) Manage mobilization planning, implementation, and operations. Plan, implement, and manage the TMDE support program to meet Army readiness goals during peacetime and mobilization. Establish policy and procedures for assessing TMDE mobilization capabilities.

(16) Interface with private industry, other military departments, and other U.S. Government agencies.

(17) Provide TMDE security assistance support for Foreign Military Sales, Grant Aid Programs, and Co-Production Programs when requested by the Commander, U.S. Army Security Assistance Center. Interface with representatives from foreign governments and international organizations in the conduct of approved security assistance programs.

(18) Develop security assistance program goals and objectives. Evaluate performance against established goals/objectives, and identify actions required to resolve problems.

(19) Exercise technical direction over security assistance elements of TMDE activities. Maintain summary information on status of TMDE security assistance programs, program direction, financial/customer orders, and logistics support performance.

(20) Participate in the formulation, coordination, and administration of policies, plans, programs, and regulations pertaining to or impacting on the NGB/HQ ARNG within the TMDE area of responsibility.

(21) Serve as the central point of contact for EDT, AMC, and subordinate commands with NGB concerning the TMDE mission.

(22) Provide advice and assistance in the development, formulation, and review of plans, programs, and studies concerning readiness, logistics support and training assistance to the NGB/HQ ARNG components.

(23) Provide advice for use of NGB/HQ ARNG components in the development and implementation of the TMDE mobilization and emergency plans.

(24) Coordinate with appropriate AMC staff offices and TMDE activities to expedite delivery of essential items of equipment needed by ARNG units for training or to attain equipment required for TMDE readiness conditions.

(25) Serve as the DOD preparing activity for MIL-STD 45662A, Calibration System Requirements, and Military Handbook 52, Evaluation of Contractor's Calibration System.

(26) Provide and represent DOD consensus on issues related to MIL-STD 45662A to the International Standards Organization.

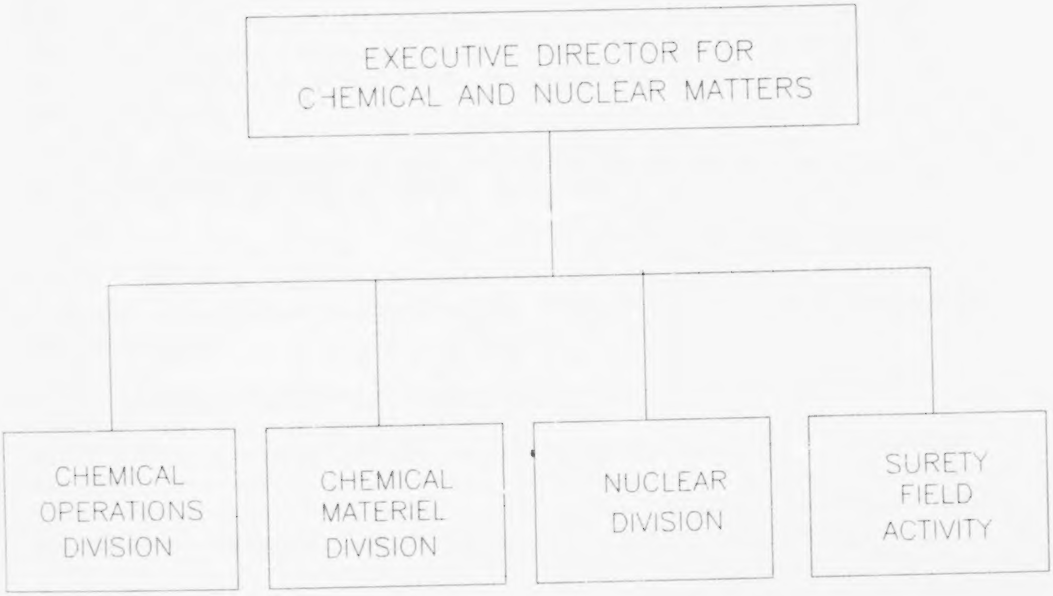
(27) Provide guidance and resolve TMDE-related issues as part of the Total Army analysis and functional area assessment process to the Army Staff/Vice Chief of Staff, Army.

(28) Provide technical assistance to the AMC DCS for Personnel (DCSPER) on the civilian calibrator program.

(29) Serve as the functional proponent for the development and provide guidance to the Army's TMDE program (AR 750-43).

CHAPTER 14

EXECUTIVE DIRECTOR FOR CHEMICAL AND NUCLEAR MATTERS


EXECUTIVE DIRECTOR FOR CHEMICAL AND NUCLEAR MATTERS
CHEMICAL OPERATIONS DIVISION
CHEMICAL MATERIEL DIVISION
NUCLEAR DIVISION
SURETY FIELD ACTIVITY

CHAPTER 14

EXECUTIVE DIRECTOR FOR CHEMICAL AND NUCLEAR MATTERS

14-1. Executive Director for Chemical and Nuclear Matters (EDCNM). EDCNM also serves as Deputy Commanding General for Materiel Readiness. The mission of the EDCNM is to serve as the single Army Materiel Command (AMC) entity responsible for providing policy, guidance, direction, and oversight for full-cycle materiel management of all AMC chemical and nuclear systems to include nuclear and chemical munitions; nuclear, biological, and chemical (NBC) defense materiel; smoke and obscurants; and chemical agent and munitions demilitarization.

14-2. Deputy Executive Director for Chemical and Nuclear Matters. The mission of the Deputy EDCNM, reporting directly to the EDCNM, is to--

a. Exercise staff cognizance and program management over all chemical and nuclear matters within AMC, to include resource management oversight.

b. Ensure integration and coordination for all aspects of chemical and nuclear programs within AMC. This includes research, development, testing, supply, maintenance, transportation, safety, security, and surety activities. Additionally, integrate and coordinate the chemical and nuclear life-cycle responsibilities of AMC subordinate commands, laboratories, activities, and centers.

c. Serve as the central focal point within AMC for chemical and nuclear matters. Interface with the Congress, Office of the Secretary of Defense (OSD), Joint Staff, Department of the Army (DA) staff, other Services, Defense Nuclear Agency (DNA), Department of Energy (DOE), Environmental Protection Agency (EPA), other major commands (MACOMs), allies, and the private sector on all matters pertaining to chemical and nuclear programs.

d. Represent AMC on committees, boards, and advisory groups pertaining to chemical and nuclear matters.

e. Advise and assist AMC staff and field activities as well as program executive officers and project/product managers on chemical and nuclear matters.

f. Exercise day-to-day supervisory and coordination responsibilities for EDCNM management of the Surety Field Activity.

g. Direct, control, and supervise elements of the Office of the EDCNM, i.e., Chemical Operations, Chemical Materiel, and Nuclear Divisions.

14-3. Chemical Operations Division.

a. The mission of the Chemical Operations Division is to manage for AMC those assigned functions pertaining to chemical operational matters.

b. Functions. The functions of the Chemical Operations Division are to--

(1) Serve as the AMC central management staff for interface with the OSD and DA staff, other MACOMs and Services, the Environmental Protection Agency (EPA), and the private sector on all matters pertaining to assigned chemical programs.

(2) Develop and, where appropriate, coordinate the development of responses to Congressional, DOD, DA and command group inquiries; General Accounting Office (GAO) reports; Inspector General (IG) reports; and special investigations.

(3) Assess shortcomings of assigned programs, and develop/ implement program realignment objectives/plans.

(4) Develop and establish, according to the primary responsible AMC staff elements, the AMC position on assigned chemical matters when involving other MACOMs, Services, or allies.

(5) Establish and conduct programs to strengthen communication channels between HQDA, AMC, major subordinate commands (MSCs), and other MACOMs, Services, and industry to actively promote information exchange, cross representation, and industry participation.

(6) Assist and focus the efforts of HQ AMC staff in support of MSCs, laboratories, activities, and centers, as required, in the management of assigned chemical programs.

(a) Coordinate AMC participation in overall chemical system program reviews, mission area analyses, and functional area assessments, and conduct periodic reviews to evaluate AMC programs, as required.

(b) Monitor program execution and ensure full emphasis is placed on timely and effective coordination of assigned chemical materiel requirements throughout the development cycle per AR 70-1, the Joint Services Agreement on Chemical Warfare and NBC Defenses, and other related documents.

(c) Monitor military construction and other Army chemical projects to ensure adequate and timely support of assigned chemical programs.

(d) Plan and coordinate AMC involvement in the Chemical Demilitarization Program as required.

(e) Plan, coordinate, and monitor the assigned Chemical Surety Program to include inspections and management evaluations.

(f) Direct, review, approve, and monitor implementation of special studies, plans, and analyses regarding the assigned chemical matters.

(g) Monitor and support the development of environmental documentation and plans for assigned chemical matters.

(h) Ensure that assigned chemical aspects of mobilization and development plans are prepared, reviewed, and exercised.

(i) Serve as HQ AMC point of contact for technical escort activities relating to assigned chemical matters.

(j) Serve as AMC focal point for matters relating to NBC contamination survivability and chemical stockpile maintenance/surveillance programs.

(k) Exercise as staff proponent for assigned AMC chemical regulations, and review other appropriate regulations and directives, as required.

14-4. Chemical Materiel Division.

a. Mission. The mission of the Chemical Materiel Division is to manage for AMC those assigned functions associated with research, development, testing, acquisition, and readiness matters pertaining to chemical and biological defense equipment, smoke and obscurants, and retaliatory chemical munitions.

b. Functions. The functions of the Chemical Materiel Division are to--

(1) Advise the EDCNM on research, development, testing, acquisition, and readiness matters pertaining to assigned programs.

(2) Serve as the AMC central management staff for interface with the OSD and DA staffs, other MACOMs and Services, EPA, and the private sector on all matters pertaining to assigned programs.

(3) Develop AMC position and prepare responses to Congressional, DOD, DA and command group inquiries, GAO reports, IG reports, and special investigations.

(4) Assess technology shortcomings of assigned programs and develop/implement program realignment objectives/plans.

(5) Formulate AMC position of CB defense operational and organizational plans and materiel requirement documents. Verify that requirements are realistic and technically feasible, that alternative means, including product improvement, have been considered, and that growth potential for future needs has been addressed for all new development programs.

(6) Serve as AMC chemical materiel development focal point for Army and intra-DOD coordination, and provide representation on inter/intra-agency, HQDA, DOD, national, and international committees/panels on matters concerned with system research, development, and acquisition (RDA).

(7) Develop input for long-range RDA and logistics plans.

(8) Provide membership and coordinates HQ AMC participation in appropriate systems and materiel-related study advisory groups, and coordinate with the U.S. Army Training and Doctrine Command (TRADOC) on matters pertaining to cost and operational effectiveness analysis.

(9) Establish and chair working groups for similar organizations that bring together activities involved in the research, development, test and evaluation, acquisition, fielding, and support areas.

(10) Develop and establish in coordination with the primary responsible AMC staff elements, the AMC position on assigned chemical matters when involving other MACOMs, Services, or allies.

(11) Assist and focus the efforts of HQ AMC staff in support of MSCs, laboratories, activities, and centers in all aspects of the life-cycle management of assigned chemical programs.

14-5. Nuclear Division.

a. The mission of the Nuclear Division is to manage for AMC those assigned functions associated with research, development, testing, acquisition, and readiness pertaining to nuclear programs to include safety and surety.

b. Functions. The functions of the Nuclear Division are to--

(1) Advise the EDCNM on research, development, testing, acquisition, and readiness matters pertaining to assigned nuclear programs.

(2) Serve as the AMC central point of contact for interface with the OSD and DA Staff, other MACOMs and Services, DOE, EPA, and the private sector on all matters pertaining to nuclear programs.

(3) Develop AMC position and prepare responses to Congressional, DOD, DA, and command group inquiries, GAO reports, IG reports, and special investigations.

(4) Assess technological shortcomings of assigned programs, and develop/implement program realignment objectives/plans.

(5) Formulate AMC position on operational and organizational plans and material equipment documents for nuclear programs. Verify that requirements are realistic and technically feasible, that alternative means, including product improvement, are considered, and that growth potential for future needs have been addressed for all new development programs.

(6) Serve as AMC focal point for Army and intra-DOD coordination, and provide representation on inter/intra-agency, HQDA, DOD, national, and international committees/panels on matters concerned with nuclear programs.

(7) Develop input for long-range RDA plans.

(8) Provide membership and coordinate HQ AMC participation in appropriate systems and materiel-related study advisory groups, and coordinate with HQ TRADOC on matters pertaining to cost and operational effectiveness analysis.

(9) Establish and chair working groups or similar organizations that bring together activities involved in the research, development, test and evaluation, acquisition, fielding, and support areas.

(10) Develop and coordinate with responsible AMC staff elements the AMC position assigned nuclear matters when involving other MACOMs, Services, or allies.

(11) Establish and conduct programs to strengthen the relationships between AMC and other MACOMs, Services, and industry to actively promote information exchange, cross representation, and industry participation.

(12) Assist and focus the efforts of HQ AMC staff in support of MSCs, laboratories, activities, and centers in all aspects of the life-cycle management of assigned nuclear programs.

(a) Coordinate AMC participation in overall nuclear program reviews, as assigned, and conducts periodic reviews to evaluate AMC programs.

(b) Monitor program execution and ensure full emphasis is placed on timely and effective coordination of assigned nuclear matters throughout the development cycle per AR 70-1 and AR 70-24.

(c) Plan and coordinate the assigned nuclear surety program to include inspection and management evaluations.

(d) Direct, review, approve, and monitor implementations of special studies, plans, and analyses regarding nuclear matters, such as the AMC nuclear weapons development policy.

(e) Monitor the development of the environmental documentation and plans for assigned nuclear matters.

(f) Monitor and ensure coordination of the assigned materiel programs pertaining to nuclear product improvements, nuclear technical publications, nuclear movement, nuclear readiness, nuclear personnel reliability, and stockpile reliability.

(g) Ensure technical evaluation of current or proposed NBC Defense materiel programs as assigned.

(h) Monitor the assigned nuclear systems status.

(i) Ensure that nuclear aspects of mobilization and deployment plans are prepared, reviewed, and exercised.

(j) Ensure that the full capacity of modern technology is explored in defining and meeting new requirements, and that ongoing and potential development programs are continually reassessed and properly integrated so that overall capability of battlefield systems is maximized.

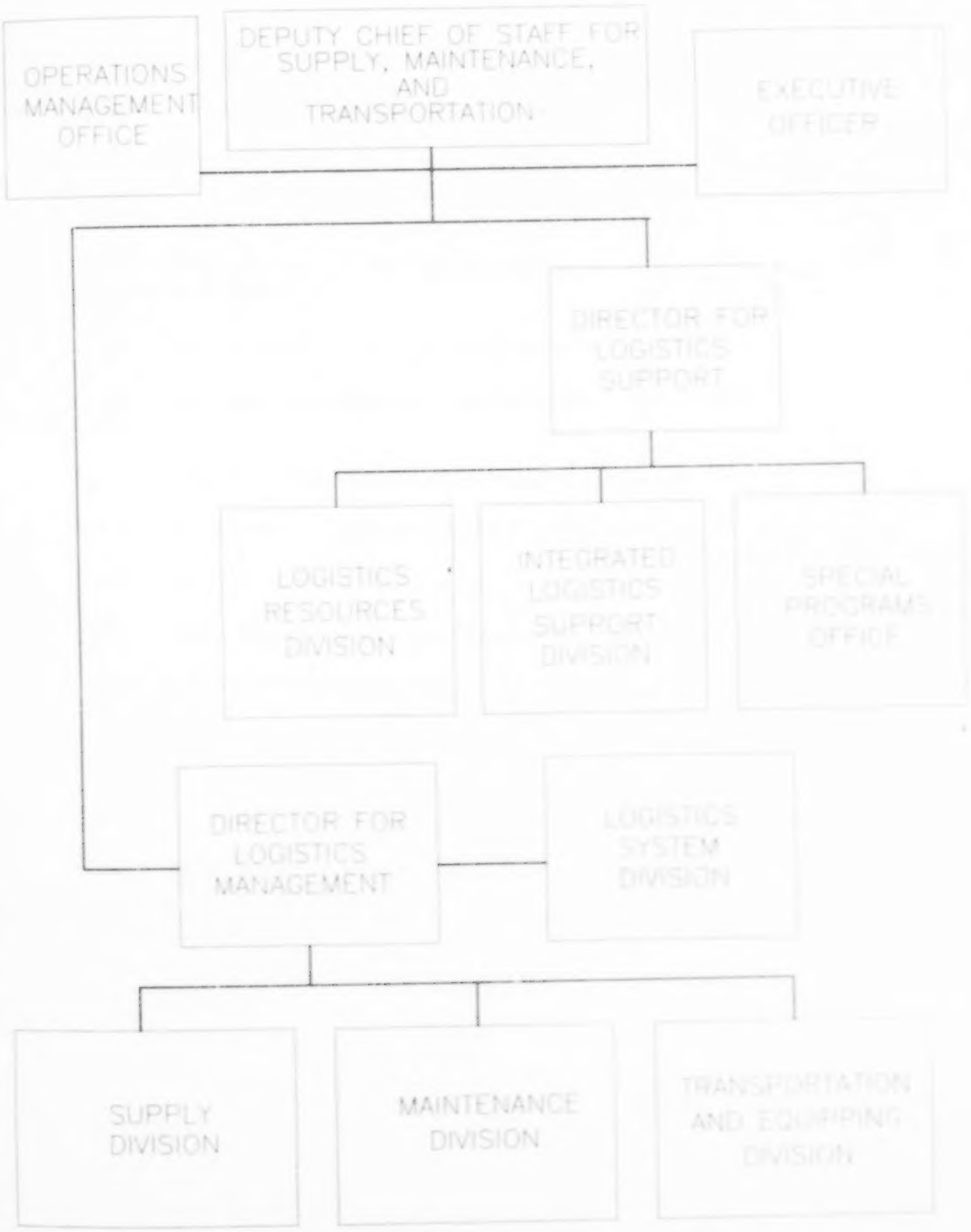
(k) Serve as HQ AMC point of contact for explosives ordnance disposal activities relating to the assigned nuclear matters.

(l) Exercise as the staff proponent for the assigned AMC nuclear regulations, and review other appropriate regulations and directives.

(m) Serve as HQ AMC focal point for nuclear survivability. Review all requirements documents, milestone decision packages, and other acquisition documents for appropriate consideration of nuclear survivability.

CHAPTER 15

DEPUTY CHIEF OF STAFF FOR SUPPLY, MAINTENANCE, AND TRANSPORTATION


OPERATIONS MANAGEMENT OFFICE
DEPUTY CHIEF OF STAFF FOR SUPPLY, MAINTENANCE, AND TRANSPORTATION
EXECUTIVE OFFICER
DIRECTOR FOR LOGISTICS SUPPORT
LOGISTICS RESOURCES DIVISION
INTEGRATED LOGISTICS SUPPORT DIVISION
SPECIAL PROGRAMS OFFICE
DIRECTOR FOR LOGISTICS MANAGEMENT
LOGISTICS SYSTEM DIVISION
SUPPLY DIVISION
MAINTENANCE DIVISION
TRANSPORTATION AND EQUIPPING DIVISION

CHAPTER 15

DEPUTY CHIEF OF STAFF FOR SUPPLY, MAINTENANCE, AND TRANSPORTATION

15-1. Deputy Chief of Staff for Supply, Maintenance, and Transportation. The mission of the Deputy Chief of Staff for Supply, Maintenance, and Transportation (DCSSMT) is to--

a. Establish policy and provide guidance and direction for accomplishment of U.S. Army Materiel Command (AMC) supply, maintenance, and transportation responsibilities, including--

(1) Preparation of AMC policy and procedures governing requirements determination.

(2) Centralized inventory management.

(3) Storage, cataloging, distribution, and traffic management.

(4) Disposal and demilitarization operations.

(5) Maintenance engineering and support.

(6) Initial provisioning.

(7) Depot maintenance and depot maintenance interservicing.

(8) Equipment modification.

(9) Maintenance data collection.

b. Serve as resource strategy proponent for the resource strategy category of sustaining and as program/resources manager for--

(1) Procurement appropriation funded secondary items (PA2).

(2) Army Stock Fund (ASF), wholesale and retail.

(3) Operation and Maintenance, Army (OMA) appropriation covering Program 7M, Depot Materiel Maintenance and Support Activities; Program 3, Communications Security (COMSEC) and Electronic Materiel Readiness Activity (EMRA); and assigned portions of Program 7S, Central Supply Activities.

c. Manage the integrated logistics support (ILS) programs to achieve logistics supportability of new and product improved weapon systems/equipment and displaced systems/equipment.

d. Serve as Department of the Army (DA) Executive Agent for--

(1) Direct Support System (DSS), and Air Line of Communications (ALOC) System.

(2) Designated military standard systems.

(3) Department of Defense (DOD)/DA Inventory Control Effectiveness (ICE) Program.

(4) Logistic support analysis (LSA) process and the LSA record (LSAR).

(5) Army cataloging program.

(6) Materiel support of national and international jamborees conducted by the Boy Scouts and Girl Scouts of America.

(7) Loan of AMC, Defense Logistics Agency (DLA), and General Services Administration (GSA) equipment in support of emergencies and disasters.

(8) Reliability Centered Maintenance (RCM) Program

(9) Army Oil Analysis Program (AOAP).

(10) DA modification work order (MWO) and Sample Data Collection Program.

(11) Combat Authorized Stockage List (ASL)/Prescribed Load List (PLL) Program.

e. Manage the AMC supply, maintenance, and transportation Civilian career programs.

f. Provide functional direction and coordination of standard management information systems under the AMC proponent that contribute operational support and/or management data to the mission of the DCS.

g. Manage Prepositioning of Material Configured to Unit Sets (POMCUS), Operations Projects, and War Reserves Programs.

h. Provide manning of the AMC Operations Center, as required.

i. Exercise staff supervision and functional direction of--

(1) National maintenance points (NMPs).

(2) National inventory control points (NICPs).

(3) U.S. Army Depot System Command (DESCOM).

j. Exercise operational control over--

(1) USAMC Logistics Control Activity (LCA).

(2) USAMC Packaging, Storage, and Containerization Center (PSCC).

(3) USAMC Catalog Data Activity (CDA).

(4) USAMC Materiel Readiness Support Activity (MRSA).

15-2. Operations Management Office.

a. Mission. The mission of the Operations and Management Office is to perform coordination, planning, control, and administrative functions for the DCSSMT.

b. Functions. The functions of the Operations Management Office are to--

(1) Develop policy and operating procedures.

(2) Develop and update mission and functions briefings for orientation of visiting officials and newly assigned personnel.

(3) Develop and carry out Equal Employment Opportunity (EEO) Plan of Action.

(4) Serve as DCS-level office coordinator and office of record for external audits, inspections, and investigations. Participate in the development of the staff-level response on such reports.

(5) Maintain the DCS-level office table of distribution and allowance (TDA), and provide guidance to division chiefs regarding TDA personnel requirements and authorizations and any document changes.

(6) Prepare special reports, as required.

(7) Develop and maintain command review and analysis (R&A) performance statistics for personnel, EEO, awards, training, and budget matters.

(8) Be responsible for preparation and submission of the Command Operating Budget (COB).

(9) Conduct analysis and make recommendations for resolution of operational issues of concern to the DCS.

(10) Serve as an independent evaluator of command and DCS-office operations and performance.

(11) Coordinate DCS level office input for inclusion in the AMC Program Plan.

(12) Establish functional requirements for a computerized data retrieval system to serve the management information needs of the DCS-level office organizational elements.

(13) Coordinate DCS responsibilities for Duplicate Emergency Files (DEF) Program.

15-3. Director for Logistics Management.

a. Mission. The mission of the Director, Logistics Management, is to establish policy and provide guidance and direction for accomplishment of AMC supply, maintenance, and transportation responsibilities, including--

(1) Preparation of AMC policy procedures governing centralized inventory.

(2) Management, cataloging, storage, distribution, traffic management, disposal.

(3) Demilitarization operations.

(4) Maintenance engineering and support.

(5) Initial provisioning, depot maintenance, equipment modification, and maintenance data collection.

b. Serve as DA Executive Agent and Program Manager for--

(1) DSS and ALOC.

(2) Designated military standard systems.

(3) DOD/DA ICE Program.

(4) Army Cataloging Program.

(5) Centralized Program Management of War Reserve Program and POMCUS.

(6) Materiel support of National and International Jamborees conducted by the Boy Scouts and Girl Scouts of America.

(7) Loan of AMC, DLA, and GSA equipment in support of emergencies and disasters.

(8) Functional contents of DA equipment publications programs.

(9) RCM Program.

(10) AOAP.

(11) DA MWO and sample data collection programs.

(12) Combat ASL/PLL Program.

c. Exercise staff supervision and functional direction for assigned area over--

(1) NMPs.

(2) NICPs.

(3) DESCOM.

(4) LCA.

(5) PSCC.

(6) CDA.

(7) MRSA.

d. Provide executive representation to executive-level steering group on cataloging and defense integrated data systems (DIDS), joint policy coordinating group on depot maintenance interservicing, and materiel management.

e. Provide policy guidance and direction for equipment distribution, redistribution, and special unit equipping programs.

f. Ensure policy guidance compliance for assigned functional areas.

g. Provide policy and guidance for proponent courses at ALMC.

h. Manage the AMC supply, maintenance, and transportation civilian career programs.

i. Provide policy guidance and direction for wholesale supply, maintenance, and transportation functional information systems, commodity command standard systems (CCSS), Standard Depot System (SDS), Standard Army Maintenance System (SAMS), The Army Maintenance Management System - Advance (TAMMS/TAMMS-A).

j. Direct AMC actions in support of HQDA high-priority, unit activations and conversions.

k. Serve as HQ AMC focal point for the Area Oriented Depot Modernization (AOD MOD) Program.

l. Provide manning of the AMC operations center, as required.

15-4. Supply Division. The mission of the Supply Division is to--

a. Direct the establishment of policies, procedures, systems, goals, and objectives governing supply. This includes--

(1) Requirements determination.

(2) Stock control, requisition processing, distribution, and inventory.

(3) Cataloging, asset reporting, disposal, and logistics management data.

(4) Management of sets, kits, and outfits (SKOs).

(5) War reserves programs to include POMCUS and operational projects.

b. Provide representation to DOD/DA/AMC supply mission area groups, committees, and boards.

c. Exercise staff supervision and functional direction over NICPs; LCA; CDA; supply functions of MRSA; and distribution, supply workload planning, and asset reporting functions of DESCOM.

d. Provide systems requirements, functional guidance, and expertise in development of new management information systems and changes to existing systems supporting the above functions. Review and approve or disapprove system change requests (SCRs) from AMC agencies or activities that propose changes to existing management information systems supporting the above functions.

e. Plan, develop, and coordinate DCS participation in mobilization exercises.

f. Maintain continuous review of training materiel at AMC schools for currency relative to areas under mission purview.

g. Provide functional system manager (FSM) for supply information systems.

15-5. Supply Management Branch. The functions of the Supply Management Branch are to--

a. Establish and maintain the policies, procedures, plans, objectives, and information systems functional direction for Army military standard systems for--

(1) Requisitioning, receipt, and issue of materiel.

(2) Stock positioning.

(3) Materiel distribution systems management.

(4) Depot supply workloading.

(5) Integrated materiel management.

(6) Materiel excess reporting, returns, utilization, and disposal.

(7) Cataloging and supply mission area performance evaluation.

b. Serve as the central regulatory authority for the following:

(1) Military Standard Requisitioning and Issue Procedures (MILSTRIP), DOD 4000.25-1-M (Army focal point).

(2) Requisitioning, Receipt and Issue System, AR 725-50 (Army focal point).

(3) Centralized Inventory Management of the Army Supply System, AR 710-1 (Army focal point).

(4) Wholesale Inventory Management and Logistics Support of Multi-used Nonconsumable Items, AMC-R 700-99 (Army focal point).

(5) Asset and Transaction Reporting Systems, AR 710-3 (Army focal point).

(6) DOD Activity Address Director (DODAAD) System, DOD 4000.25-D (Army focal point).

(7) Defense Automatic Addressing System (DAAS), DOD 4000.25-10-M (Army focal point).

(8) Accounting and Reporting for Special Defense Property Disposal Accounts, AMC-R 755-3.

(9) Military Standard Supply and Transportation Evaluation Procedures (MILSTEP), DOD 4000.25-3-M (Army focal point).

(10) Depot Operations--Program Workload Forecasting System, AMC-R 740-1.

(11) Defense Integrated Materiel Management for Consumable Items, DOD 4140.26-M (Army focal point).

(12) Defense Integrated Data System Procedures Manual, DOD 4100.39-M (Army focal point).

c. Serve as Supply management career program manager, and provide functional supervision for all aspects of the program.

d. Serve as the Army/AMC representative on the following groups, committees, and boards--

(1) The DOD MILSTRIP Committee.

(2) The DODAAD Committee.

(3) The DAAS.

(4) The DOD Integrated Materiel Management Committee.

(5) The Joint Policy Coordinating Group on Defense Integrated Materiel Committee.

(6) The DOD MILSTEP Committee.

(7) DOD executive level steering group (ELSG) for Cataloging and DIDS Working Group.

(8) DOD Logistics Reassignment Task Group.

(9) Stock Control FCG.

(10) Cataloging FCG.

e. Provide staff supervision of--

(1) USAMC CDA.

(2) USAMC LCA.

(3) Supply-related functions at USAMC MRSA.

(4) Distribution and supply workload planning functions at DESCOM.

f. Participate in periodic reviews and assessments to ensure compliance with policies and procedures for assigned mission areas.

g. Provide functional direction for information systems for assigned mission areas.

15-6. Requirements Branch. The mission of the Requirements Branch is to--

a. Serve as command functional manager for CCSS budget backup and support system.

b. Develop inventory investment strategy policies and guidance for secondary items programs for determination of procurement, rebuild, retention, and/or excessing actions in accordance with DOD stockage policy.

c. Evaluate and implement changes to inventory management models.

d. Perform continuous evaluation of assigned operating systems; develop system change requirements and task AMC system design agencies to effect minor changes to standard operating systems; and task and provide functional guidance to the Logistics Systems Division for development of new systems and for major revisions to operating systems.

e. Provide chairperson for the secondary items FCG. Provide representative for functional coordinating meetings on secondary item management systems. Provide information system functional direction to system requirements for secondary items to include support of the war reserve mission.

f. Implement policy for determination of source of financing (investment vs expense) for secondary items.

g. Develop and promulgate techniques and procedures for the computation of spare and repair parts required for initial provisioning according to existing policy.

h. Establish policy and direct or participate in the preparation and revision of regulations involving assigned functions.

i. Ensure policy and compliance with policy and procedures for assigned mission areas through participation in periodic reviews and assessments.

j. Prepare reports and materiel management analyses to assess AMC management performance and to satisfy DA and OSD recurring and special requirements.

k. Establish and implement policy and procedures for inclusion of security assistance requirements in supply control study Programs.

l. Serve as the HQ AMC program manager for the requirements determination for secondary items by weapon system/end item. Provide representation for functional coordinating meetings on weapon system management objectives.

m. Establish and maintain the policies, procedures, systems, plans, and objectives for the support list allowances (SLAC).

15-7. POMCUS and War Reserves Branch. The mission of the POMCUS and War Reserves Branch is to--

a. Establish and maintain the policies, procedures, systems, plans, and objectives for programs related to:

(1) Computation of Worldwide War Reserve Materiel Requirements, Overseas and outside Continental United States Prepositioned War Reserves (PWR), Other War Reserves (OWR), Primary Mobilization (PRIMOB), Full Army Mobilization (FAM), and War Reserves for Allies (WRSA).

(2) Central management of Worldwide Class IX War Reserve Program.

(3) POMCUS to include storage and maintenance.

(4) Operational projects.

(5) Major item distribution planning and execution to include The Army Equipment Distribution Plan (TAEDP), and the Missile Items Distribution Plan (MIDP).

(6) Major item requisition validation.

(7) Major item asset and transaction reporting.

(8) Army adopted items/line item numbering and list of reportable items.

(9) Standard study numbering (SSN), component factoring, unserviceable generation factoring, and replacement factoring.

(10) Army Vehicle Registration Program.

(11) SKOs.

(12) Basis of Issue Plans (BOIP) and qualitative and quantitative personnel requirements information (QQPRI).

(13) Major item management including data interchange (DI) and major item system mapping (MISM).

b. Serve as the central regulatory authority for the following--

(1) Management of War Reserves, chapter 6 of AR 710-1, Centralized Inventory Management of the Army Supply System.

(2) War Reserve Stockage List Army (WARSL), Supply Bulletin (SB) 700-40.

(3) Army Programs War Reserves, AR 11-11.

(4) Storage and Maintenance of POMCUS, Technical Manual (TM) 38-450.

(5) Materiel Distribution Management for Major Items, AR 700-120.

(6) Army Adopted/Other Items Selected for Authorization/ List or Reportable Items, SB 8700-20; Cataloging and Supply Management Data, chapter 9 of AR 708-1.

(7) Program Review of SKOs, Cataloging and Supply Management Data, chapter 10 of AR 708-1.

(8) Continuing Balance System--Expanded (CBS-X), chapter 7 of AR 710-3, Asset and Transaction Reporting System.

(9) Logistics Priorities, AR 11-12, DA Master Priority List (DAMPL).

(10) Major Item Management, AR 710-1.

(11) Management of SKOs, AMC-R 700-12.

(12) SSN System and Replacement Factors, SB 710-1-1, AR 170-60.

(13) BOIP and QQPRI.

c. Direct and supervise the execution of HQ AMC plans to support DA-assigned missions and tasks concerning POMCUS--

(1) Develop and maintain required reports on the fill of POMCUS.

(2) Initiate actions to enhance equipment availability within individual units within POMCUS.

d. Serve as HQ AMC manager of the War Reserve Program--

(1) Develop plans, policy, procedures, and guidance for computing worldwide war reserve materiel requirements. Direct and coordinate AMC MSCs and activities in process of computing requirements for overseas prepositioned war reserves, other war reserves, primary mobilization, full Army mobilization war reserves, and war reserves for Allies for all classes of supply.

(2) Participate with OSD, HQDA, MACOMs, DLA, GSA, and other Services in the formulation of policy, guidance, and standard procedures and systems in support of the War Reserve Program.

(3) Provide summary visibility of war reserve requirements for all classes of supply.

(4) Serve as DCS-level proponent for doctrinal and conceptual matters concerning war reserve logistical support of the Army in the field.

(5) Review and analyze war reserve doctrinal studies.

(6) Determine and coordinate appropriate functional division input, and develop a coordinated DCS-level office position.

(7) Direct AMC PWR/OWR/PRIMOB/FAM Programs.

(8) Manage worldwide Class IX War Reserve Program.

(9) Establish goals and objectives for the War Reserve Program.

e. Manage DCS participation in logistics support planning. Provide guidance for and coordinate DCS input to various AMC support plans--

(1) Develop and coordinate appropriate staffing and DCS support on continuity of operations plans, war plans, and mobilization plans.

(2) Develop and coordinate DCS support of emergency operations and crises, including augmentation to the AMC Operations Center and the emergency relocation site.

f. Plan, develop, and coordinate DCS participation in exercises.

(1) Review and integrate functional staff input to AMC and DA exercise plans.

(2) Determine requirements for and organize DCS participation in exercises.

(3) Coordinate exercise operations for the DCS and post-exercise actions, such as after-action reports and follow-up.

g. Ensure that essential general war function (EGWF) statements are prepared as appropriate for assigned missions and functions. Review statements for completeness and recommend approval to the head of the principal staff element concerned, e.g., DCS.

15-8. Maintenance Division. The mission of the Maintenance Division is to establish policy and provide guidance and direction for--

a. Depot maintenance planning and execution.

b. Determination of maintenance production standards and plant and production equipment.

c. Depot maintenance mobilization planning.

d. Maintenance engineering and life-cycle maintenance support of Army materiel.

e. Collection of equipment and maintenance performance data.

f. Initial provisioning.

g. DA Modification Application and Equipment Improvement Recommendation (EIR) Programs.

h. Technical criteria and allocation of maintenance tasks to be performed at all levels of maintenance.

i. "PS, The Preventive Maintenance Monthly" (Technical Bulletin (TB) 43-PS Series).

(1) Depot Maintenance Interservicing Program.

(2) Materiel Maintenance Management Career Program.

15-9. Maintenance Engineering Branch. The functions of the Maintenance Engineering Branch are to--

a. Provide policy, procedures, and guidance for--

(1) Short-, mid-, and long-range depot maintenance facility planning to ascertain facility requirements by size, numbers, and types, including determinations for modernization, reduction, activation, and deactivation.

(2) Depot work specifications, maintenance production standards, plant and production facility capacity, and its utilization.

(3) The technical aspects of depot maintenance mobilization industrial preparedness planning.

(4) That part of depot maintenance workload to be accomplished by commercial contract.

(5) Management of capability engineering data reporting systems.

(6) Management of plant equipment programs.

(7) Assigned operating systems; develop systems change requirements and task AMC system design agencies to effect minor changes to standard operating systems; and task and provide guidance to the Automated Systems Division for development of new systems.

(8) Posture planning for depot-level maintenance in the Army.

(9) Field Army intermediate direct support/intermediate general support (IDS/IGS)-level maintenance and special repair programs, projects, capabilities, facilities.

b. Serve as Army integrator for determination of organic/contract accomplishment of depot maintenance workloads, per source of repair logic process letter of instruction.

c. Review and approve assignment of prime and secondary depot maintenance missions recommended by DESCOM.

d. Direct the development and implementation of the Five-Year Depot Maintenance Facility Workload and Resource Plan (AR 750-4).

e. Participate in the development and implementation of depot maintenance support agreements with international logistics agencies and other Federal agencies.

f. Evaluate and determine adequacy of DESCOM/depot-developed manpower and maintenance production standards.

g. Evaluate and determine adequacy of plant and production standards, plants and production facility capacity, and utilization.

h. Provide industrial engineering assistance in support of all levels of maintenance.

i. Participate in the development, review, and justification of programs and budgets involving assigned functions.

j. Evaluate Inspector General, U.S. Army Audit Agency, General Accounting Office, and other reports that reflect problems or deficiencies related to maintenance operations in the AMC depot system and develop the DCS-level office position.

k. Review "new start" requests related to mission-essential repair, maintenance depots, and recommend approval/disapproval. Provide guidance with respect to implementing AMC commercial-industrial type activities policies and procedures.

l. Review and recommend approval/disapproval of Military Construction, Army (MCA) programming and minor MCA project for AMC maintenance depots, and develop the DCS-level office position with respect to defense of the depot maintenance projects at AMC, DA, and DOD levels.

m. Review and evaluate maintenance programs to identify and reduce excess repair parts.

n. Perform continuous evaluation of repair parts availability to reduce overall shortage of critical maintenance repair parts and critical maintenance assets.

o. Provide policy and interface regarding the interrelationship of field Army maintenance and the wholesale maintenance system.

p. Review requests for special repair authority and make recommendations to HQDA for decision.

q. Provide policy guidance and procedures on the use of Reserve Components, U.S. Army National Guard, and U.S. Army Reserves interfacing or in support of the wholesale maintenance system.

r. Review requests for and recommend alternate sources of depot level repair such as North Atlantic Treaty Organization (NATO) and foreign and domestic contractors.

s. Provide policy, guidance, and staff support for using NATO Maintenance and Supply Agency (NAMSA) as a source of depot-level repair.

t. Provide policy for and maintain visibility of national maintenance contracts to accomplish depot-level repair.

u. Maintain oversight of the execution of established depot-level repair programs.

v. Promote and coordinate military service policy and maintains cognizance over the expansion of depot-level maintenance interservicing.

w. Develop interservice depot maintenance support proposals to combine depot level workloads to attain economies and eliminate duplication of depot-level maintenance.)

x. Provide for the interservice review of depot maintenance programs to identify equipment for potential interservicing and to eliminate duplicate expenditure for Services' resources.

y. Provide for interservice support of depot workloads to ensure orderly transition and sustain the necessary level of support to the operating forces.

z. Assist in the development of departmental joint depot support plans for new weapon systems.

aa. Formulate and provide policy, guidance, and procedures for the control and implementation of depot-level maintenance interservice support programs.

bb. Perform as the Maintenance Interservice Support Management Office.

cc. Maintain cognizance over the depot maintenance interservice support agreement process to ensure prompt response to the Services' requirements.

dd. Provide for accomplishment of scheduled depot-level maintenance of stock numbered items or end items of equipment by appropriate interservice means.

ee. Develop overseas procedures for recording and reporting current and planned levels of interservice activity to DOD and other agencies.

15-10. Depot Maintenance Branch.

a. The mission of the Depot Maintenance branch is to establish policy and provide guidance to all AMC MSCs concerning depot maintenance in the following areas:

(1) Production.

(2) Workloading.

(3) Overhaul standards.

(4) Collection of production statistics.

(5) Depot maintenance interservicing.

(6) Industrial engineering programs that pertain to production improvement.

(b) Functions. The functions of the Depot Maintenance Branch are to--

(1) Provide policy, procedures, and guidance for--

(a) Short-, mid-, and long-range depot maintenance facility planning to ascertain facility requirements by size, numbers, and types, including determinations for modernization, reduction, activation, and deactivation.

(b) Depot maintenance production standards, plant and production facility capacity, and its utilization.

(c) The technical aspects of depot maintenance mobilization industrial preparedness planning.

(d) That part of depot maintenance workload to be accomplished by commercial contract.

(e) Management of capability engineering data reporting systems as they relate to production.

(f) Monitoring of plant equipment programs.

(g) Assigned operating systems; develop systems change requirements and tasks AMC system design agencies to effect minor changes to standard operating systems; and task and provide guidance to the Automated Systems Division for development of new systems.

(h) Posture workload planning for depot-level maintenance in the Army.

(i) Field Army (IDS/IGS)-level maintenance and special repair programs, projects, capabilities, and facilities.

(2) Serve as Army integrator for determination of organic/ contract accomplishment of depot maintenance workloads, per source of repair logic process letter of instruction.

(3) Review and approve assignment of primary and secondary depot maintenance missions recommended by DESCOM.

(4) Direct the development and implementation of the Year Depot Maintenance Facility Workload and Resource Plan (AR 750-4).

(5) Participate in the development and implementation of depot maintenance support agreements with international logistics agencies and other Federal agencies.

(6) Evaluate and determine adequacy of DESCOM/depot developed maintenance production standards.

(7) Evaluate and determine adequacy of plant and production standards, plants and production facility capacity, and utilization.

(8) Provide industrial engineering assistance in support of all levels of maintenance.

(9) Participate in the development, review, and justification of programs and budgets involving assigned functions.

(10) Evaluate Inspector General, U.S. Army Audit Agency, General Accounting Office, and other reports that reflect problems or deficiencies related to maintenance operations in the AMC depot system and develop the DCS-level office position.

(11) Review "new start" requests related to mission-essential repair, maintenance depots, and recommend approval/ disapproval. Provide guidance with respect to implementing AMC commercial-industrial type activities policies and procedures.

(12) Review and recommend approval/disapproval of Military Construction, Army (MCA) programming and minor MCA project for AMC maintenance depots, and develop the DCS-level office position with respect to defense of the depot maintenance projects at AMC, DA, and DOD levels.

(13) Review and evaluate maintenance programs to identify and reduce excess repair parts.

(14) Perform continuous evaluation of repair parts availability to reduce overall shortage of critical maintenance repair parts and critical maintenance assets (line stoppers).

(15) Provide policy and interface regarding the interrelationship of field Army maintenance and the wholesale maintenance system.

(16) Review requests for special repair authority and makes recommendations to HQDA for decision.

(17) Provide policy guidance and procedures on the use of Reserve Components, U.S. Army National Guard, and U.S. Army Reserves interfacing or in support of the wholesale maintenance system.

(18) Provide policy for and maintain visibility of national maintenance contracts to accomplish depot-level repair.

(19) Review requests for and recommend alternate sources of depot-level repair such as North Atlantic Treaty Organization, foreign, and domestic contractors.

(20) Maintain oversight of the execution of established depot-level repair programs.

(21) Promote and coordinate the expansion of depot-level maintenance interservicing.

(22) Provide for interservice support of depot workloads to ensure orderly transition and sustain the necessary level of support to the operating forces.

(23) Assist in the development of departmental joint depot support plans for new weapon systems.

(24) Perform as the Maintenance Interservice Support Management Office.

(25) Maintain cognizance over the Depot Maintenance Interservice Support Agreement process to ensure prompt response to Services' requirements.

(26) Maintain cognizance of JDMAG activities and ensure prompt response to Services' analysis requirements.

(27) Evaluate and determine adequacy of depot-level maintenance posture planning in the Army.

(28) Career program management--

(a) Serve as the HQ AMC Materiel Maintenance Management (MMM) Career Program Manager.

(b) Establish policy and manage the AMC Materiel Maintenance Management Intern Program.

15-11. Transportation and Equipping Division. The mission of the Transportation and Equipping Division is to--

a. Establish policy, provide guidance, and direct for DOD storage space utilization programs, care of stocks in storage, preservation, packaging, containerization, storage program management, inventory accountability, materiel distribution systems management, multiservice item distribution programs, traffic/transportation management, the transportation civilian career management program, and the Military Standard Transportation and Movement Procedures (MILSTAMP).

b. Manage the development and implementation of serial number tracking (SNT) asset visibility programs.

c. Serve as the DA Executive Agent for the DSS and ALOC.

d. Serve as HQ AMC proponent for Battlefield Communications Review (BCR) II and other major materiel distribution and redistribution programs.

e. Direct and coordinate AMC actions in support of HQDA priority unit activations and conversions and special reserve component equipping programs.

f. Direct AMC materiel support of selected special access programs and support of emergency, disaster, and DA-approved non-military projects.

g. Manage the Army Materiel Loan Program for HQ AMC.

15-12. Transportation and Distribution Branch. The functions of the Transportation and Distribution Branch are to--

a. Establish policy, guidance, objectives, and standards for transportation operations, traffic management, transportability, and containerization in support of the AMC mission for all classes of supply, including the movement of nuclear and chemical munitions, guided missiles, and hazardous materiel.

b. Serve as point of contact for the AMC AOD MOD Program.

c. Provide guidance to AMC CSDA and other AMC ASDs for the development and implementation of transportation systems in support of wholesale logistics managers.

d. Exercise staff supervision and functional direction over USAMC PSCC and traffic management functions of USAMC LCA.

e. Provide policy and guidance for implementation of containerization and transportation aspects of military standard systems.

f. Chair the transporation and packaging CCSS FCG.

g. Serve as chairman of the functional working group (FWG) on microcircuitry technology in logistics applications (MITLA).

h. Serve as AMC career program manager for transportation.

i. Establish training objectives, policy, guidance, and monitorship for transportation and packaging; and review training material at DA and AMC schools for accuracy and currency relative to functional areas under review.

j. Serve as DA focal point for MILSTAMP, DOD 4500.32.R; Army focal point for reporting of transportation discrepancies in shipments (TDRs), AR 55-38; and the Army point of contact for the Defense Traffic Management Regulation (DTMR), AR 53-355.

k. Participate in the development of interagency/interservice/interallied support agreements or treaties involved in transportation movements, operations, and/or containerization.

l. Provide staff supervision and direction for management of the AMC transportability program.

m. Responsible for AMC implementation of the DOD Transportation Protective Service.

n. Chair Army Packaging Board and represent Army in joint Services packaging initiatives.

o. Establish Army-wide policy and guidance for preservation, packaging, packing, and marking of Army materiel; the packaging portions of reports of discrepancy (RODS); and provide staff supervision and functional direction of same to PSCC.

p. Be responsible for Army implementation of performance-oriented packaging for hazardous materiels to comply with domestic and international requirements.

q. Serve as DA Executive Agent for the direct support system (DSS), the Army standard supply system and its subsystem and the airline of communication (ALOC).

r. Serve as DA proponent for Field Manual 38-725, that provides DSS procedural guidance and responsibilities to all participants in the Army supply system.

s. Provide functional guidance and direction to LCA regarding supply pipeline performance reporting and other wholesale and retail supply and transportation data for MACOMs and AMC MSCs, agencies, and activities.

t. Provide input concerning mission changes, realignment, inactivation, and closures having packaging, containerization, or transportation implications.

15-13. Equipping Branch. The functions of the Equipping Branch are to--

a. Direct and coordinate execution of AMC actions in support of HQDA-directed, high-priority activations and conversions.

b. Serve as HQ AMC proponent for BCR II and similar management initiatives involving the planning and execution of major materiel distribution/redistribution programs.

c. Serve as the AMC manager for selected special access programs.

d. Ensure adherence to HQDA established policies and procedures for effective management of the Army Materiel Loan Program.

e. Serve as the AMC proponent for the following:

(1) Special Authorization and Procedures for Issues, Sales, and Loans, AR 725-1.

(2) Loan of Army Materiel, AR 700-131.

(3) Loan of DLA Stock Fund Materiel, AR 700-49.

(4) Support of the Avalanche Control Program, AR 725-20.

f. Serves as DA Executive Agent for the following:

(1) Materiel loan/support to national and world jamborees conducted by the Boy and Girl Scouts of America.

(2) Materiel loan/support to the U.S. Military Academy in support of annual cadet summer training programs.

(3) Materiel loan/support as directed/required to the Pan American Games and Olympics.

(4) Materiel loan/support to law enforcement agencies such as U.S. Customs, the Border Patrol, the U.S. Coast Guard, etc.

g. Serve as the DCSSMT focal point for management and coordination for the Reserve Components Dedicated Procurement Program.

h. Manage DCSSMT participation in functional area assessments (FAA).

(1) Ensure that FAA responsibilities and taskings are properly assigned within DCSSMT in coordination with the Office of Project Management.

(2) Track FAA issues/actions assigned to DCSSMT to ensure resolution and timely reporting to HQDA.

15-14. Inventory Accounting and Storage Branch. The functions of the Inventory Accounting and Storage Branch are to--

a. Establish policy, performance objectives, and standards for accomplishing the AMC physical inventory and storage programs.

b. Perform continuous evaluation of assigned operating systems; develop systems change requirements; task AMC CDSAs to effect changes to standard operating systems; and task and provide functional guidance for development of new systems and for major revisions to operating systems. Provide chairmanship of the FCG for inventory accounting in the CCSS, and serve as a member on the SDS FCG for storage.

c. Establish policy guidance for depot processing of logistics management data in physical inventory and storage program, and for updating the depot stock number master data record.

d. Direct the exchange of catalog and logistics management data information required for the physical inventory and storage programs among depots, NICPs, and to/from DLA, GSA, and other Services.

e. Manage and perform an annual review of the physical inventory program at AMC depots, NICPs, and at overseas installations when directed by DA to evaluate performance in relation to DOD/DA ICE objectives.

f. Establish training objectives and provide functional guidance for training in physical inventory, storage, and SNT.

g. Participates in development, review, and defense of program, and Other Procurement Army (OPA), OMA, and MCA budgets for inventory and storage functions.

h. Establish and direct implementation of policy, objectives and standards for wholesale-level storage to include receipt, storage, issue, warehousing, space utilization, stock location, in-storage document control, and set assembly.

i. Provide policy and guidance for--

(1) Implementation of storage standard systems.

(2) Storage and distribution of classified, hazardous, sensitive, and special materiel consistent with established safety and security policies and standards.

(3) The preparation of physical inventory program reports.

(4) The DOD Small Arms Serialization Program (DODSASP).

(5) Workload forecasting at AMC storage activities.

(6) The AMC Care of Supplies in Storage (COSIS) Program.

(7) The AMC Storage Modernization Program.

j. Develop and implement SNT systems and procedures to gather data required by item management personnel in performing their management functions.

k. Provide input concerning mission changes, realignments, inactivation and closures anywhere within DOD having impacts on the AMC storage mission.

l. Serve as the DOD storage space reporting administrator, to include participation in the development of intraservice/interservice/interagency/interallied support agreements involving depot storage space and operations.

m. Serve as focal point for operational and/or special projects in the depot system where storage space or supply depot resource constraints are the determinant factor in AMC support.

n. Serve as the DA Executive Agent for the DOD/DA ICE program, and prepare and submit quarterly ICE reports to HQDA.

o. Serve as the AMC focal point for the Logistics Applications of marking and reading symbology (LOGMARS), and serve as the Army representative to the DOD LOGMARS Documentation Subgroup.

p. Serve as the Army focal point for--

(1) RODs.

(2) Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Committee.

(3) The DOD Joint Physical Inventory Working Group (JPIWG).

q. Serve as proponent for the Depot Operations Program Workload Forecasting System.

r. Serve as the functional systems manager (FSM) for inventory accounting, transportation and packaging, total packaging unit materiel fielding, storage operations, transportation and distribution systems.

15-15. Director of Logistics Support. The mission of the Director for Logistics Support is to--

a. Establish policy for and staff supervision of life-cycle materiel management functions associated with acquisition, logistics support, and sustainability of Army weapon systems and equipment.

b. Serve as resource strategy proponent for sustaining and as program/resource manager for--

(1) PA2.

(2) ASF: wholesale, retail and mobilization.

(3) OMA appropriation covering Program 7M, Depot Materiel Maintenance and Support Activities; Program 3, COMSEC and EMRA; and assigned portions of Program 7S, Central Supply Activities.

c. Plan, program, and execute ILS programs to achieve logistics supportability of new and product-improved weapon systems/equipment and displaced systems/equipment.

d. Serve as HQ AMC system manager for selected assigned fielded weapon systems and equipment.

e. Provide policy, guidance, and direction for total package fielding of all Army equipment.

f. Participate in the planning, programming, and budgeting for the procurement appropriations to include the Mission Area Materiel Plan (MAMP)/Mission Area Integration Plan (MAIT) process and Long-Range Research, Development, and Acquisition Plan (LRRDAP) to assure consideration of support/sustainment requirements and issues.

g. Staff supervise the Logistics Status Review (LSR) Program conducted by MRSA on selected weapon systems and materiel.

h. Exercise staff supervision and functional direction for assigned mission areas over--

(1) NMPs.

(2) NICPs.

(3) DESCOM.

(4) MRSA.

i. Provide manning of the AMC Operations Center, as required.

15-16. Logistics Resources Division. The mission of the Logistics Resources Division is to--

a. Coordinate the DCSSMT staff review of plans, programs, and budgets as they relate to the development and execution of resource strategies for sustainment.

b. Represent the DCSSMT in program analyses/evaluations to achieve integration of multi-appropriation resources.

c. Provide guidance/direction governing the development of programs and budgets for wholesale and retail stock fund and procurement appropriation secondary items.

d. Establish policy and provide guidance/direction for those portions of the OMA appropriation covering Program 7M, Depot Materiel Maintenance and Support Activities, and assigned portions of Program 7S, Central Supply Activities.

e. Coordinate the development and defense of plans, programs, and budgets for assigned appropriations, funds, and programs.

15-17. Resource Strategy Branch. The mission of the Resource Strategy Branch is to--

a. Coordinate the DCSSMT staff review of The Army Plan (TAP), Defense Guidance (DG), and AMC Guidance (AMCG) to evaluate their impact on, and provide direction for the development and execution of resource strategies for providing logistics support for sustainment of weapons systems/equipment.

b. Coordinate DCSSMT staff participation in program analyses and evaluations (e.g., procurement program reviews (PPRs), MAMP reviews, LRRDAP reviews, budget and program resource reviews (BPRRs), resource allocation committee (RAC) reviews and HQDA Functional Program Objective Memorandum (POM) Panel for Sustaining) designed to achieve balance and integration of multi-appropriation resources to support sustainment of total weapon systems and unit sets of equipment.

c. Coordinate with other appropriate DA/AMC/MSC/program executive officer (PEO) offices and activities to obtain their assistance for achieving balance and integration of multi-appropriation resources to support sustainment of total weapon systems and unit sets of equipment.

d. Coordinate DCSSMT review of, assure proper distribution of, and maintain files of all required resource management publications/documentation utilized by DCSSMT in the management of assigned appropriations, funds, and resource programs.

e. Provide information and instruction on materiel requirements and MAMP-LRRDAP interfaces to the force modernization and other appropriate Army logistics courses.

15-18. Operation and Maintenance, Army Programs Branch. The mission of the Operation and Maintenance Army Programs Branch is to--

a. Establish policies, procedures, and guidance governing the--

(1) Development of programs and budgets for assigned elements of the OMA appropriation.

(2) Development of budgets and defense for those elements.

(3) Execution of assigned programs and budgets by allocating resources (funding and manpower), approving program change requests, and staff supervision.

(4) Participation in the development of circulars, directives, regulations, and studies as they apply to the assigned programs.

b. Participate with the Deputy Chief of Staff for Resource Management (DCSRM) and HQDA staff in the review and development of Preliminary Army Planning and Program Guidance Memorandum, Army

Planning and Program Guidance Memorandum, Consolidated Guidance, Army Modernization Information Memorandum (AMIM), or other program documents. Develop programming and budget data for special taskings identified in such documents.

c. Develop and defend the Program Analysis Resource Review (PARR), COB, and all other input to the planning, programming, Budgeting and Execution System (PPBES) cycle pertaining to Program 3 (COMSEC), those portions of Program 7S (Central Supply Activities) assigned to the DCS-level office, and worldwide Program 7M Depot Materiel Maintenance (overhaul/conversion) and Maintenance Support Activities.

d. Participate with HQ AMC staff, AMC subordinate activities, HQDA, and DOD/Office of Management and Budget (OMB) in program and budget reviews related to OMA resource requirements (both manpower and dollars) for assigned programs.

e. Formulate, staff, coordinate, and issue financial and policy guidance to subordinate elements for development of all PPBES submissions for programs.

f. Determine resource requirements (funding and manpower) necessary for such implementation and execution of operating programs. Provide identification of resources by AMC subordinate commands and activities to DCSRM for purposes of issuing formal programs and budget guidance and fund authorization documents.

g. Review and analyze progress of program execution and reprogram resources, as required, to achieve the most effective and efficient utilization of assigned resources as measured by command goals and objectives.

h. Establish policy and direct or participate in the preparation and revision of directives, regulations, and automated systems involving total Program 7M, Program 3, and assigned elements of Program 7S.

i. Perform continuous evaluation of assigned operating systems; develops system change requirements; and task AMC design agencies to effect minor changes to standard systems. Provide functional guidance for development of new systems and for major revisions to operating systems.

j. Perform all aspects of PPBES to include program execution, for Program 3-COMSEC/EMRA; Program Element (PE) 721111, Supply Depot Operation; PE 721112, Supply Management Operations; PE 728009, First Destination Transportation; PE 728010, Second Destination Transportation; PE 728013, Overseas Port Units; PE 722829.1, Project Management; PE 732207, Depot Maintenance Activities; and PE 738017, Maintenance Support Activities.

k. Serve as proponent for policy, regulations, and system guidance concerning Depot Operations Cost and Performance Report, Supply Management and Transportation Cost and Performance Report, and Depot Materiel Maintenance and Support Activities (Optional Form 25 (OF-25)).

l. Develop, validate, and refine cost and performance factor to be used as the basis for program development.

m. Exercise staff supervision and functional direction over DESCOM and U.S. Army Armament, Munitions, and Chemical Command (AMCCOM), in preparation of the supply depot operations budget, for reconciliation with Army Industrial Fund (AIF) programs and budgets.

n. Develop in conjunction with MSCs and various DCSSMT divisions, the worldwide Program 7M, Overhaul/Repair/Renovation/Modification Requirements, and programs by systems and major groups.

o. Plan and direct the instructions and funding guidance to the MSCs for the implementation and development of the worldwide Program 7M, Five-Year Defense Program (FYDP) and the OF-25 for the POM and all budget cycles.

p. Exercise staff supervision over the MSCs and DESCOM in the preparation of the OF-25 forms for worldwide depot maintenance.

q. Exercise staff supervision and functional direction in conjunction with DCSRM over DESCOM, AMCCOM, and the U.S. Army Missile Command (MICOM) in the preparation and reconciliation of the Program 7M part of OMA and AIF program and budgets to include coordination on proposed rate changes to AIF fixed prices.

r. Review all depot maintenance program execution (production) to ensure balanced workload and achievement of carry-over goals.

15-19. Secondary Items Programs Branch. The mission of the Secondary Items Program Branch is to--

a. Establish plans, policies, procedures, and guidance governing the preparation and development of resource programs and phased program execution for virtually all of the DA's wholesale Army Stock Fund (ASF) and Program Appropriation-Secondary (PA-2) programs; also, coordinate and control AMC's portions of the retail ASF and mobilization programs. Establish concepts and policies for improving secondary item resource management.

b. Oversee and/or participate in the development and conduct of training classes, seminars, etc., for secondary item resource management and supply personnel.

c. Oversee and/or participate in the establishment and main tenance of automated systems in support of secondary item resource management.

d. Measure, analyze, and report on various performance indicators of PA-2 and ASF status (e.g., program execution, ASF cash).

e. Review and approve resource estimates, apportionment requests, and program execution plans submitted by all the MSCs (PA-2 and wholesale ASF) and by 11 sub-home/branch offices (retail ASF).

f. Present, justify, and defend program resource estimates and apportionment requests to DA, OSD, and OMB for PA-2 and the wholesale and retail ASF.

g. Review and provide for program balance through reprogramming actions. Redistribute program funding, as required. Initiates funding release actions against approved programs. Oversee actions involved in program decrements and recisions. Coordinate all actions with appropriate offices.

h. Review, analyze, and provide inventory stratification reports to DA in support of inventory positions.

i. Serve as the command regulatory authority for AMC-R 37-3, US AMC Installation Division Army Stock Fund Budget.

j. Provide support for war reserve resource programs.

15-20. Integrated Logistics Support Division. The mission of the ILS Division is to assure that equipment being acquired by the Army is supportable, in an optimal manner, for its operational life cycle by--

a. Providing equipment acquisition logistic supportability analysis/management.

b. Acquiring logistic support to sustain operational readiness.

c. Managing the fielding process to assure successful hand-off of supportable new and displaced equipment to the user.

d. Establishing ILS policy and procedures for all new and product-improved systems. Evaluating implementation to assure adequacy of policy and procedures and their execution.

e. Exercising technical direction over assigned ILS functions/events in AMC MSCs, PEO/project manager (PM), and USAMC MRSA.

15-21. Integrated Logistics Support Design Branch. The mission of the ILS Design Branch is to--

a. Establish, maintain, and assure implementation of AMC policy for assigned ILS functions/events on acquisition programs of new and product-improved systems/equipment whose preponderance of events are initiated between program initiation and entry into full-scale development. Serve as AMC regulatory authority and Army preparing authority for directives, regulations, and documentation pertaining to assigned functions/events.

b. Establish procedures for implementation of AMC policy covering assigned functions/events and ensure that these are implemented throughout AMC.

c. Influence materiel system requirements and design to achieve and sustain operational requirements, while minimizing operating and support costs by--

(1) Ensuring ILS and manpower and personnel integration (MANPRINT) are addressed during materiel system design reviews.

(2) Reviewing lessons learned to improve program design and development, planning, and decision process.

(3) Ensuring that reliability availability maintainability - durability (RAM-D) goals/thresholds are addressed during system design.

(4) Ensuring the results of experience with fielded materiel systems are applied to the design of the proposed system and its support.

(5) Ensuring testing, evaluation, and correction of ILS/supportability issues.

d. Develop and implement management and technical criteria to assess the adequacy of ILS for assigned functions/events to include the ILS portion of weapon system assessments.

e. Establish interface with industry, DOD, other Services, and other Army commands and activities for the purpose of standardizing ILS policies and procedures, and assisting them in enhancing ILS effectiveness and efficiency.

f. Manage ILS career development and maintainability engineering intern career development.

g. Provide guidance, technical direction, and assistance for implementation of--

(1) ILS policy and procedures for functions/events having the preponderance of occurrences between milestone 0 and milestone 2 in the life cycle.

(2) Logistic support analysis (LSA) and LSA record and its utilization in materiel acquisition.

(3) The ILS portion of MANPRINT.

(4) The ILS portion of the Army streamlined acquisition process (ASAP).

(5) Techniques to evaluate and assess the adequacy of ILS and its implementation.

(6) Techniques to prepare, review, and evaluate ILS portions of contractual documents for new materiel.

(7) Workshops and conferences for ILS.

(8) ILS quality and ILS assessments.

h. Establish and manage LSA and ILS support models to attain optimum support, supportability, and trade-off with other factors of the acquisition process.

i. Serve as DA Executive Agent for the LSA/LSAR process and as the DOD LSA Support Activity.

j. Serve as the chairman of the Army ILS Executive Committee.

k. Exercise technical direction over ILS and maintainability training at U.S. Army Logistics Management College, U.S. Army Management Engineering College, and other AMC activities. Assist in the development, standardization and improvement of ILS training throughout DOD.

l. Act as the HQ AMC functional proponent responsible for maintainability engineering and the maintainability engineering intern program.

m. Establish ILS policies and procedures for contractor support of logistics (initial, interim, and life cycle).

n. Provide functional support and assistance to the MSCs and PEO/PM to manage assigned ILS functions/events for the weapon systems being acquired and/or supported by AMC.

o. Serve as AMC office of record for the following--

(1) DODD 5000.39, ILS.

(2) AR 700-127, ILS.

(3) AR 700-129, Joint Service ILS.

(4) AMC-R 700-15, ILS.

(5) AMC-R 700-26, ILS Funding.

(6) AMC-R 700-27, Level of Repair Analysis.

(7) DA PAM 700-55, Instructions for the ILS Plan.

(8) DA PAM 700-127, Guide for ILS Management.

(9) AMC PAM 690-3-18, Maintainability Engineering Intern.

(10) AMC PAM 700-4, LSA Techniques Guide.

(11) AMC PAM 700-8, BIB, for ILS.

(12) AMC PAM 700-22, LSA Primer.

(13) AMC PAM 706-134, Maintainability Engineering.

(14) AMC-C 700-3, ILS Directory.

(15) AMC-C 700-6, Joint Service ILS Directory.

(16) AMC HDBK 700-1.1-81, ILS Primer.

(17) MIL STD 881A, Work Breakdown Structure (ILS Portion).

(18) MIL STD 1369, ILS Program Requirements.

(19) MIL STD 1388 1A, Logistic Support Analysis.

(20) MIL STD 1388-2A, Logistic Support Analysis Record.

(21) AMC PAM 700-11, LSA Review Team Guide.

(22) DARCOM PAM 750-16, LSAR.

p. Functions associated with this branch but not mentioned above are--

(1) Market Analysis.

(2) Non-developmental items.

(3) ILS planning.

(4) Requirements documents.

(5) ILS funding and BCE process.

(6) Logistics research and development.

(7) Logistic Planning and Requirements Simplification System (LOGPARS).

15-22. Integrated Logistics Support Acquisition Support Branch. The mission of the ILS Acquisition Support Branch is to--

a. Establish, maintain, and ensure implementation of AMC policy for assigned ILS functions/events on acquisition programs of new and product-improved systems/equipment whose preponderance of events are initiated between Milestone Decision Review II (full-scale development (development prove-out) and materiel release. Serve as AMC regulatory authority and Army preparing authority for directives, regulations, and documentation pertaining to assigned functions/events.

b. Establish procedures for implementation of AMC policy covering assigned functions/events and ensure that these are implemented throughout AMC.

c. Develop and implement management and technical criteria to assess the adequacy of ILS for assigned functions/events to include the ILS portions of weapons systems assessments.

d. Establish interface with industry, DOD, other Services, and other Army commands and activities for the purpose of standardizing ILS policies and procedures and assisting them in enhancing ILS effectiveness and efficiency.

e. Provide guidance, technical direction, functional support, and assistance for implementation of--

(1) ILS policy and procedures for functions/events having the preponderance of occurrences between full-scale development and materiel release in the life cycle.

(2) The ILS portion of type classification process.

(3) The ILS portion of materiel release process.

(4) Techniques to evaluate and assess the adequacy of ILS and its implementation in the procurement phase of the life cycle.

(5) Techniques to prepare, review, and evaluate ILS portions of contractual documents for materiel in the procurement process.

(6) New equipment training (NET) policy, procedures, and execution.

(7) The Army Modernization Training Automation System (AMTAS) for NET.

(8) Acquisition milestones related to ILS and their utilization to plan, schedule, implement, and coordinate actions.

(9) ILS quality and ILS assessments.

(10) ILS lessons learned.

(11) ILS portion of the technical data package.

(12) LSA documentation and its utilization in materiel acquisition.

f. Serve as AMC regulatory authority, Army preparing authority, and manager of the acquisition management milestone system (AMMS) and its review and analysis (R&A).

g. Establish policy for ILS lessons learned.

h. Establish policies and procedures for the AMMS.

i. Provide assistance to the MSCs and PEO/PM to manage assigned ILS functions/events for the weapon systems being acquired and/or supported by AMC.

j. Serve as AMC office of record for the following:

(1) AR 350-35, NET.

(2) AMCR 350-6, NET.

(3) ILS Fact Sheet.

(4) DA PAM 700-26, AMMS.

(5) AMC PAM 700-21, ILS Contracting Guide.

15-23. Integrated Logistics Support Materiel Fielding Branch. The mission of the ILS Materiel Fielding Branch is to--

a. Establish and maintain policies, procedures, systems, plans, and objectives for materiel fielding to include the fielding process of total package fielding and for assigned ILS functions/events on acquisition programs of new and product-improved systems/equipment whose preponderance of events are initiated between materiel release and attainment of operational support selected for weapons systems.

b. Establish and maintain interface with other MACOMs, the Army staff, and other Army materiel fielders, as necessary, to ensure full coordination and execution of the materiel fielding process.

c. Provide functional guidance and direction to the MSCs, PEO/PM, MRSA, and DESCOM for materiel fielding functions.

d. Serves as HQ AMC proponent for fielding documentation including--

(1) Letter of Notification (LON).

(2) Materiel Fielding Plan (MFP).

(3) Materiel Fielding Agreement (MFA).

(4) Materiel Requirements List (MRL).

(5) Mission Support Plan (MSP).

e. Ensure fielding documentation is prepared and coordinated between AMC fielding commands and gaining MACOMs.

f. Direct and coordinate execution of AMC actions in support of HQDA-directed, high-priority total package unit activations and conversions.

g. Serve as HQ AMC proponent for fielding documentation execution that includes the fielding teams and the responsibilities of the fielder as agreed to in the fielding documentation.

h. Provide policy and procedures for the tracking of initial fielding discrepancies and deficiencies so they can be monitored, analyzed, and summarized.

i. Review and evaluate the planning for life-cycle contractor logistics support, and ensure the implementation of the plan as part of the fielding process.

j. Review and evaluate the transition plan of interim contractor logistic support to organic support.

k. Manage and evaluate the implementation of life-cycle contract logistics support.

l. Manage the execution of transitioning from interim contractor logistics support to organic support.

m. Provide policy and procedures for the utilization of documented lessons learned that result from the materiel fielding process.

n. Review and evaluate the corrective action plans resulting from logistical deficiencies in conditional releases and ensure implementation.

o. Review and evaluate warranty execution during fielding.

p. Provide policy and procedures for the milestones used for tracking the materiel fielding process through all phases of the life cycle. Review and evaluate the accomplishment of these milestones.

q. Serve as HQ AMC proponent for policy, procedure and execution of materiel transfer plans (MTP) for designated Army Modernization Information Memorandum (AMIM) displaced systems and ensure MTPs are prepared and coordinated between AMC fielding command, losing and gaining MACOMs.

r. Serve as HQ AMC proponent for AMIM and Force Modernization Master Plan (FMMP).

s. Provide policy, procedures, and manage execution of hand-off of weapon systems during total package fielding.

t. Serve as AMC office of record for the following:

(1) DODI 4000.26, Post Production Support.

(2) AR 700-142, Materiel Release, Fielding, and Transfer.

(3) DA PAM 700-142 -- Materiel Release, Fielding, and Transfer.

15-24. Special Programs Office.

a. Mission. The mission of the Special Programs Office is to--

(1) Accomplish management functions associated with requirements, procurements, productions, distribution/redistribution planning, materiel fieldings, interim contact to organic support strategy, depot maintenance support, and all other logistic support planning required on those assigned special programs/projects.

(2) Perform sustainability analysis on fielded systems, materiel, and equipment.

(3) Manage special programs/projects as directed by the DCS.

b. Functions. The functions of the Special Programs Office are to--

(1) Participate in the Modernization Resource Information Submission (MRIS) Program Reviews and provide input and support to develop supportable and executable packages.

(2) Participate in the PIP reviews, and provide input and support to ensure approval, prioritization of requirement to compete for funding, and execution of the funded product improvement.

(3) Participate in MAMP and MAIT reviews to ensure integration of requirements and funding to support sustainability of fielded systems.

(4) Participate in the development and implementation of depot maintenance programs to ensure proper identification of requirements and synchronization with ongoing planning, resulting in an executable, balanced program.

(5) Participate in the development and implementation of the PA Secondary Item and Army Wholesale Stock Fund programs to ensure supportability of fielded systems.

(6) Plan, develop, and coordinate executable MWO programs that ensure adequate resources and executability by the depot/contractor; assess progress to completion with mid-course correction, as required.

(7) Provide guidance for intra-MACOM staff activities and serve as focal point to resolve conflicts/issues.

(8) Develop supply and maintenance plans to support acquisition strategy to include the methodology for executing those plans.

(9) Be responsible for program management to accomplish DA-directed DCS initiatives.

(10) Direct applicable materiel fielding and transfer activities according to established DA priorities to ensure proper equipping of both active and reserve units.

(11) Perform coordination and other liaison with OSD, DA, other Army activities, other DOD Services and agencies, and other federal agencies, as appropriate.

(12) Represent AMC at the Worldwide Aviation Logistics Conference.

(13) Manage Petroleum, Oils, and Lubricants (POL) Program.

(14) Manage the water program.

(15) Represent AMC and participate in the following:

(a) Water Resources Management Advisory Group.

(b) Action Officers Work Shop to Improve Petroleum Capabilities.

(c) Pacific Command POL and EUROPE POL Advisory Groups.

(16) Act as Executive Agent responsible for fielding and redistribution of tank system under the Reserve Component/Modernization (RC MOD)/Forward Fielding Program. Provide guidance and direction to the MSCs and coordinate actions between HQDA and MACOMs.

15-25. Logistics Systems Division. The mission of the Logistics System Division is to--

a. Direct the development and implementation of newly evolving automated logistics systems in DOD/DA guidance to improve accomplishment of the AMC mission.

b. Plan, develop, and integrate AMC logistics automated data systems; ensure that AMC logistics systems are capable of functioning during wartime; and AMC logistics systems are interactive with other Army, other Services, DLA, and Allies logistics systems.

c. Manage the policy, strategic planning, prorgramming, budgeting, and executing process for AMC logistics information systems.

d. Direct the development of life-cycle management for AMC logistics information systems.

e. Direct the workloading of AMC Central System Design Activities (CSDAs) and AMC Special Reporting Activities (SRAs) regarding logistics applications.

f. Plan, develop, and execute the AMC logistics automated information system's budget requirements.

15-26. Logistics Plans and Programs Branch. The mission of the Logistics Plans and Programs Branch is to--

a. Provide for the integration of logistics management systems development and modification of wholesale/retail logistics management systems.

b. Ensure that AMC new/modified ADP systems support wholesale logistics systems under the weapons system management concept and are compatible with Army-in-the-field installation and non-AMC automated data systems and with the logistics ADP systems of other military services, defense agencies, and federal agencies.

c. Conduct meetings with CSDAs and AMC MSCs to ensure that wholesale systems are in compliance with DOD, DA, and AMC weapon system management guidelines.

d. Develop, track, and execute emerging ADP logistics systems such as--

(1) Weapon System Management Action Plan (WSMAP).

(2) The Objective Supply System.

(3) Commodity Command Standard System (CCSS) Modernization.

e. Perform staff visits to DA MACOMs for the purpose of gathering information, rendering assistance, providing guidance and interpreting analysis of problems dealing with automated systems.

f. Develop, track, and execute specific long-term logistics automated information systems/programs (e.g., WSMAP and Objective Supply System).

g. Represent AMC at Automated Information System (AIS) logistics conferences or meetings with representatives of HQDA, OSD, other Services, MSCs, and other Activities. Has delegated authority to represent the AMC AIS logistics position with respect to assigned areas.

h. Maintain the Master Plan for logistics management systems development.

i. Provide direction and oversight to AMC subordinate activities on development of the HQDA Logistics Automated Master Plan.

15-27. Logistics System Support Branch. The functions of the Logistics System Support Branch are to--

a. Provide guidance to AMC Central System Design Activities (CSDAs) and other AMC Application Systems Developers (ASDs) for the development and implementation of new wholesale logistics management systems and major revisions to existing systems.

b. Manage the coordination and integration of logistics management systems development, maintenance, and modification of wholesale logistics management systems, and ensure that systems changes are properly coordinated and integrated into the overall Master Plan for Logistics Management Systems.

c. Serve as principal manager of the Mobilization Automation Working Group.

d. Provide guidance and direction to CSDAs and ASDs, as well as functional system managers and functional coordinating groups to ensure that standard logistics automated information system can mobilize effectively.

e. Maintain liaison with higher and lateral logistics headquarters to keep abreast of other current and developing logistics systems that will impact on the Army wholesale logistics systems.

f. Serve as Secretariat of the Logistics Systems Review Committee.

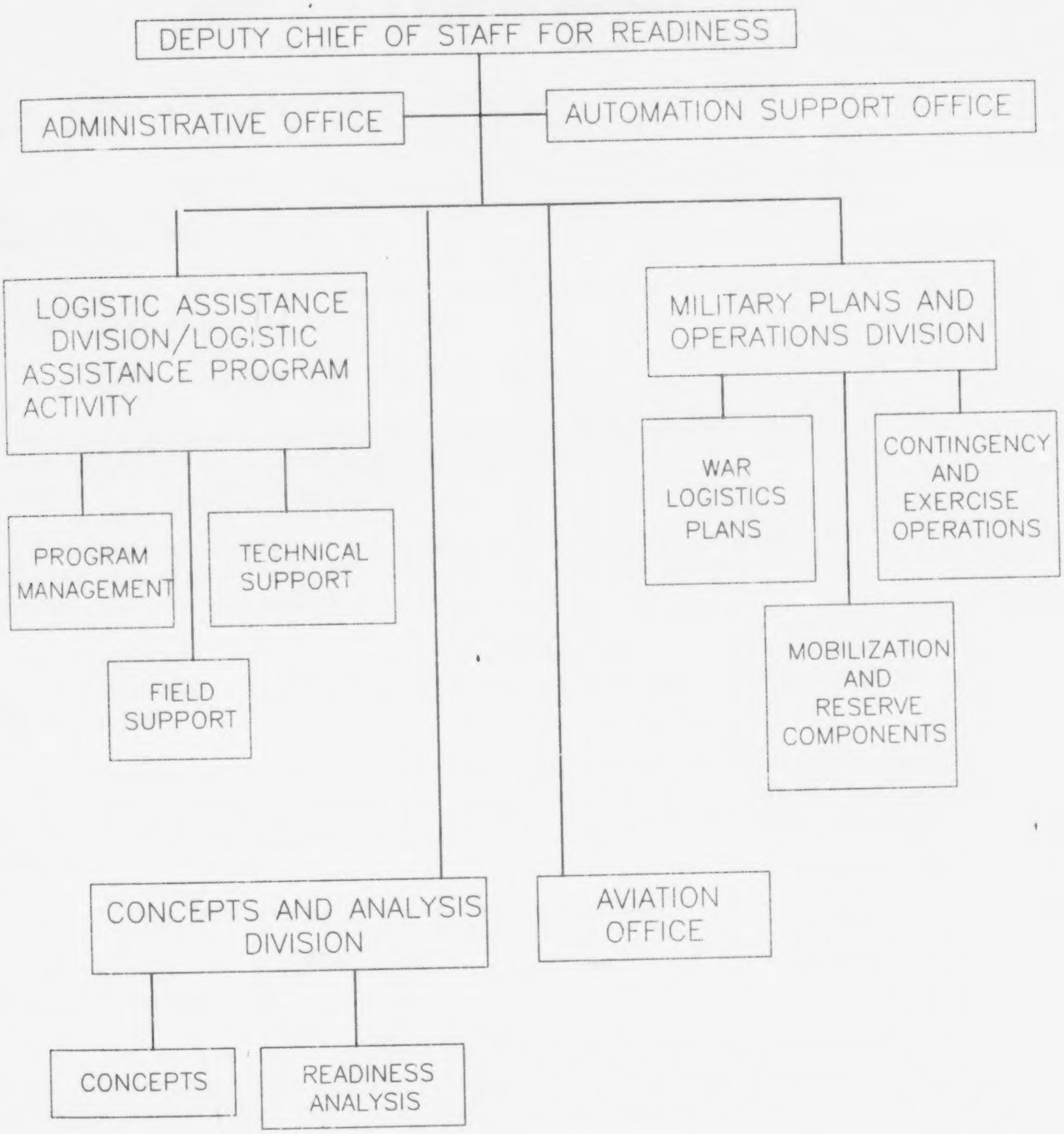
g. Serve as program manager, proponent and administrator for AMC-R 15-23, "Logistics Systems Review Committee (LSRC)."

h. Manage, coordinate, and assist in the preparation of Major Automated Information System Review Council (MAISRC) presentations to AMC, HQDA, and OSD.

i. Review and provide guidance on consolidated CSDA's and SRA's workload plans.

CHAPTER 16

DEPUTY CHIEF OF STAFF FOR READINESS


DEPUTY CHIEF OF STAFF FOR READINESS
ADMINISTRATIVE OFFICE
AUTOMATION SUPPORT OFFICE
LOGISTIC ASSISTANCE DIVISION/LOGISTIC ASSISTANCE PROGRAM ACTIVITY
PROGRAM MANAGEMENT
TECHNICAL SUPPORT
FIELD SUPPORT
MILITARY PLANS AND OPERATIONS DIVISION
WAR LOGISTICS PLANS
CONTINGENCY AND EXERCISE OPERATIONS
MOBILIZATION AND RESERVE COMPONENTS
CONCEPTS AND ANALYSIS DIVISION
AVIATION OFFICE
CONCEPTS
READINESS ANALYSIS

CHAPTER 16

DEPUTY CHIEF OF STAFF FOR READINESS

16-1. Deputy Chief of Staff for Readiness. The mission of the Deputy Chief of Staff for Readiness (DCSRE) is to--

a. Plan, implement, and manage an U.S. Army Materiel Command (AMC) Readiness Program to meet Army readiness goals during peacetime and mobilization.

b. Manage and direct the AMC Worldwide Logistic Assistance Program (LAP) according to AR 700-4.

c. Command the AMC LAP Activity (LAPA).

d. Act as Headquarters, Department of Army (HQDA), Office of the Deputy Chief of Staff for Logistics (ODCSLOG) Executive Agent for AR 700-4 and AR 700-138.

e. Develop, analyze, and promulgate logistics concepts and policies concerning Army wholesale logistics and interface with Army-in-the-field retail logistics.

f. Initiate and participate in studies to develop new concepts and policies affecting logistic support of the Army-in-the-field and allied forces.

g. Manage mobilization planning, implementation, and operations to include planning, programming, pudgeting and execution system (PPBES) actions in support of mobilizing/deploying resource strategy category.

h. Manage the AMC Operations Center (AMCOC).

i. Manage AMC participation in Joint Chiefs of Staff (JCS)/DA-sponsored command post exercises.

j. Act as the AMC coordinating focal point for Reserve Components (RC) activities to include mobilization and war planning, logistics assistance, unit training, and training support.

k. Act as the AMC coordinating focal point for the General Officer Reserve Components Policy Council (RCPC).

l. Serve as HQDA coordinating authority for the provisioning of preplanned supply support to Army forces committed to operations plans.

m. Serve as the focal point within AMC and act as principal advisor to the Commanding General (CG), AMC, for aviation matters.

n. Exercise control over the management of all aircraft assigned within AMC except those aircraft specifically assigned as developmental or experimental.

16-2. Administrative Office.

a. Mission. The mission of the Administrative Office is to perform coordination, planning, control, and administrative functions for the DCSRE.

b. Functions. The functions of the Administrative Office are to--

(1) Develop policy and operating procedures.

(2) Provide daily management of administrative operations by coordinating efforts of DCSRE elements.

(3) Develop and update readiness mission and functions briefings for orientation of visiting officials and newly assigned personnel.

(4) Develop, monitor, and carry out Equal Employment Opportunity (EEO) Plan of Action.

(5) Serve as deputy chief of staff (DCS)-level office coordinator and office of record for external audits, inspections, and investigations. Participate in the development of the staff-level response on such reports.

(6) Maintain the DCS-level office table of distribution and allowances (TDA), and provide guidance to division chiefs regarding TDA personnel requirements and authorizations and any document changes.

(7) Prepare special reports, as required.

(8) Perform administrative functions as identified in chapter 26, Common Functions of Administrative Offices.

(9) Be responsible for preparation and submission of the DCSRE budget program resource review (BPRR).

(10) Control funds for DCS.

(11) Be responsible for the management of the DCSRE Duplicate Emergency Files Program.

(12) Administer the DCS suspense control system.

16-3. Concepts and Analysis Division. The mission of the Concepts and Analysis Division is to--

a. Manage and direct an AMC materiel readiness program to meet Army readiness goals.

b. Serve as HQDA Executive Agent for AR 700-138 (Logistics Readiness and Sustainability).

c. Analyze, develop, and promulgate logistics concepts and policies affecting Army wholesale logistics support of the Army-in-the-field and allied forces.

d. Initiate and participate in studies to develop new concepts and policies affecting logistics support of the Army-in-the-field and allied forces.

e. Identify shortfalls in emerging logistics concepts and doctrine.

16-4. Concepts Branch. The functions of the Concepts Branch are to--

a. Develop logistics studies in support of Department of Defense (DOD)/DA/AMC missions, goals, and objectives.

b. Review logistics proposals and studies involving DOD/DA logistics support concepts and doctrine in support of the Army-in-the-field and allied forces. Evaluate impact of these proposals and studies on existing or proposed wholesale logistics concepts and policies. Develop or participate in development of new concepts.

c. Review Army planning documents to provide the CG and staff with an assessment of the impact on AMC.

d. Maintain, with counterparts throughout DOD, Federal agencies and Government activities, academia, and industry, liaison to keep current on logistic planning trends/efforts affecting wholesale and Army-in-the-field elements.

e. Serve as the Army Executive Agent and AMC focal point for Computer Aided Logistics System (CALS). Chair the Army CALS Functional Coordinating Group (FCG).

f. Participate in the continuing examination of mission areas and functions to determine deficiencies in support capability, identify the means of correction, and apply advancing technology to improve AMC operations. Support the biennial AMC logistics mission area analysis (AMC MAA) to improve efficiency and effectiveness of the AMC logistics sustaining base (ALSB).

g. Manage AMC support of the Army Logistics Systems Program Review (LSPR).

h. Serve as AMC focal point for coordination with the U.S. Army Training and Doctrine Command (TRADOC) community regarding emerging concepts and policies affecting AMC logistic support to the Army-in-the-field.

i. Coordinate AMC support to development of Army combat training centers (CTC), i.e., National Training Center, Combat Maneuver Training Center, Joint Readiness Training Center, and Battle Command Training Program. Take lead within AMC to address all issues impacting the CTC.

16-5. Readiness Analysis Branch. The functions of the Readiness Analysis Branch are to--

a. Plan, implement, and manage the AMC logistic readiness program to meet HQDA goals.

b. Monitor, analyze, and display materiel readiness data for reportable AMC equipment from all sources.

c. Based on analyses, identify problems, develop corrective action plans, and task appropriate AMC/major subordinate command (MSC) or external element to take corrective action. Monitor progress and follow-up, as required.

d. Based on problems identified by the AMC LAP, customer commands, or staffs or by AMC/MSC senior leadership; perform analyses, develop corrective action plans, and task appropriate AMC/MSC or external element to take corrective action. Monitor progress and follow-up as required.

e. Provide periodic materiel readiness reviews for DCSRE, appropriate HQ AMC staff, and comand group.

f. Serve as Army Executive Agent for AR 700-138, Army Logistics Readiness and Sustainability. Develop, implement, and manage the Army Readiness Reporting System (ARRS).

g. Develop, implement, and manage an automated readiness information management system to include the readiness integrated database (RIDB) and the predictive analysis flagging system (PAFS).

h. Receive, process, and transmit to OJCS unit readiness reports from AMC modified table of organization and equipment (MTOE) units according to AR 220-1.

i. Participate in the development of DA and AMC policies and procedures pertaining to logistic readiness of Army units.

j. Perform staff functions associated with materiel readiness reporting policy, procedures, and preparation. Provide technical director to MSCs and activities relative to obtaining, summarizing, reporting, and monitoring logistic readiness data.

k. Provide technical guidance to U.S. Army Materiel Readiness Support Activity relative to AMC support of worldwide DA Logistic Readiness Programs.

l. Provide input or representatives to HQDA, Army major command (MACOM), and MSC/activity conferences, presentations, and briefings related to logistic readiness of active Army and Army RC forces.

m. As requested, review system publications/plans (e.g., acquisition plans, ILS plans, MFPs) and Army AMC policy related to lifecycle management to ensure appropriate materiel readiness factors are developed/included.

n. Review and analyze equipment release request documents on new or product-improved systems, and initiate a recommended DCS position for use during Materiel Acquisition Review Boards and materiel release procedures.

o. Provide technical direction to MSCs and activities relative to obtaining, summarizing, reporting and monitoring logistic readiness data.

p. Manage Command Logistics Review Program (CLRP) within HQ AMC. Coordinate with ODCSLOG and U.S. Army Logistics Evaluation Agency (LEA) on CLRP policy. Resolve systemic wholesale logistics problems affecting readiness, and monitor CLRP performance within the AMC community.

16-6. Military Plans and Operations Division. This division contains three branches: War Logistics Plans, Contingency and Exercise Operations, and Mobilization and RC Support. The division mission is to--

a. Develop AMC logistics support plans in support of military operations and other military contingencies to include interface with the U.S. Army Transportation Command (USTRANSCOM).

b. Develop and coordinate emergency and mobilization planning, implementation, and operations.

c. Serve as focal point for AMC participation on JCS/DA exercises.

d. Provide for administrative operation, activation, and augmentation of the AMCOC.

e. Provide AMC representation to mobilization working groups.

f. Serve as the AMC focal point for the PPBES mobilizing deploying resource strategy category.

g. Provide AMC member to the DA 0-6-level Mobilization Review Group and serve in advisory capacity to AMC member of DA General Officer Mobilization Review Group.

h. Serve as the AMC focal point for RC activities to include mobilization and planning, coordination of training support and funding requirements, and management of the AMC General Officer RCPC.

i. Serve as proponent for chapter 12, AR 725-50.

16-7. War Logistics Plans Branch. The functions of the War Logistics Plans Branch are to--

a. Develop and monitor the AMC logistics policies and procedures (LP&P) for contingency planning.

b. Develop, coordinate, promulgate, and maintain AMC logistics support plans (LOGPLANS) in worldwide support of general war plans and contingency plans for U.S. Army Forces of Unified/Specified Commands.

c. Provide direction to AMC MSCs, National Inventory Control Points (NICP), Service Item Control Centers (SICCs) for the computation of AMC LOGPLANS, and monitor the development of the computation of AMC capabilities and readiness to support operation plans.

d. Provide staff management and command coordination for the execution of AMC LOGPLANS.

e. Serve as the focal point for the development and preparation of AMC instructions, critique comments, and other related actions that are required for command participation in regional exercises.

f. Serve as AMC focal point for JCS Joint Operation Planning System relating to the provisions of AMC logistics support for general war plans and contingency plans.

g. Serve as the AMC focal point for participation with USTRANSCOM, the military services, transportation operating agencies, and unified commands in the time-phased force deployment data refinement process.

h. Participate with DA and DA MACOMs in the formulation of wartime logistics support concepts and logistics policies to include development, coordination, and implementation of wartime wholesale asset allocation procedures.

i. Serve as HQDA coordinating authority for the provision of preplanned supply support (less accompanying supply and medical materiel) to Army forces committed to operations plans.

16-8. Contingency and Exercise Operations Branch. The functions of the Contingency and Exercise Operations Branch are to--

a. Coordinate implementation of higher headquarters and lateral commands' emergency and contingency plans and directives relating to civil disturbance, disaster control, postal augmentation, animal disease eradication, foreign disaster relief, and related emergency/contingency plans. Serve as the AMC central point of contact for the DA Director of Military Support (DA-DOMS) relating to resources support concerning contingencies involving civil strife, foreign and domestic disaster operations, and support of the White House, Secret Service, Federal Bureau of Investigation, and other Federal agencies. Direct and coordinate release to military and/or civilian authorities of materiel and equipment prepositioned at AMC depots for emergency support of civil disturbance relief operations. Serve as focal point for reporting emergency conditions for all AMC elements.

b. Provide staff management and coordinate the development, preparation, and promulgation of AMC directives, control staff instructions, critique comments, and other related documents required for command participation in JCS-sponsored command post exercises. Represent AMC at all higher headquarters and lateral command planning meetings for JCS exercises. Serve as AMC funds manager for JCS P2 exercise funds. Serve as staff coordinator for remedial action projects (RAPs) and command automated lessons learned system (CALLS).

c. Provide the AMC member to Joint Exercise Planning Board.

d. Provide for security, administration, and scheduling of operations center facilities.

e. Maintain the AMCOC in ready condition to provide command center for exercises and contingencies.

f. Provide for the AMC worldwide military command and control system (WWMCCS) terminal services pertinent to WWMCCS area security office, WWMCCS site coordinator, WWMCCS watch team chief, and user identification and password.

g. Staff emergency phone lines during duty hours responding to emergency action messages (EAMs) and flash communications checks. Update staff duty officer (SDO) on EAM procedures and ongoing projects.

16-9. Mobilization and RC Support Branch. The functions of the Mobilization and RC Support Branch are to--

a. Serve as AMC focal point and coordination for command mobilization planning. Coordinate implementation of DOD/JCS/DA guidance and directives to meet AMC mobilization requirements. Develop and coordinate command policy and procedures, and provide staff assistance to the command for the preparation of mobilization plans and mobilization authorization documents. Review AMC mobilization plans and authorization documents for compatibility with current planning doctrine.

b. Serve as the AMC focal point for all RC matters except the Individual Mobilization Augmentee (IMA), Counterpart Training, and Temporary Tour of Active Duty Programs. Act as the overall AMC coordinator for RC mobilization and war planning, logistics assistance, and unit training. Manage the AMC General Officer RCPC.

c. Monitor and evaluate, for AMC, training levels of selected AMC-aligned RC units.

d. In conjunction with AMC elements, coordinate review of the adequacy of AMC mobilization stations and sites. Prescribe changes to AMC elements and recommend changes to MACOM elements.

e. Coordinate AMC participation at the meeting of the Army Reserve Forces Policy Committee.

f. Serve as HQ AMC staff action element responsible for the OMNIBUS - TLR/S.

g. Serve as the command point of contact for all matters relating to the DA General Officer and Colonel-level mobilization review groups. Act as the primary staff element responsible for providing the chairperson, developing guidance, and conducting meetings of the AMC Mobilization Work Group.

h. Provide input to MAA, the Army logistics assessment, and review and analysis in the areas of mobilization, war planning, and RC.

i. Serve as the AMC focal point responsible for development of the PPBES resource strategy of mobilizing/deploying, and coordinate justification for mobilization and deployment program development increment packages.

j. Maintain liaison on RC affairs with National Guard and Army Reserve advisors to HQ AMC.

k. In coordination with AMC Deputy Chief of Staff for Personnel (DCSPER), act as AMC command focal point for RC participation in command post exercises to include integration of IMAs, IMA detachments, and Army National Guard and Reserve long-term program members into exercises and logistics support war planning.

16-10. Aviation Office.

a. Mission. The mission of the Aviation Office is to--

(1) Serve as focal point within AMC and act as principal advisor to the CG for all AMC aviation and air traffic control matters.

(2) Exercise control over the management of all aircraft assigned within AMC, except those aircraft specifically designated as developmental or experimental.

(3) Direct the transfer, turn-in, or realignment of aircraft and authorizations to effect maximum use of assigned aircraft.

(4) Exercise control over the administration of aviation programs pertaining to operations, standardization, and training; aircraft maintenance management of all AMC aviation facilities; and assigned military and Department of the Army Civilian (DAC) aviators.

b. Functions. The functions of the Aviation Office are to--

(1) Develop policy for the management of AMC aircraft to include acquisition, assignment, authorization, use, loan, transfer, turn-in, and bailment.

(2) Manage and control the acquisition, assignment, transfer, turn-in, or realignment of aircraft within AMC.

(3) Review and approve aircraft authorization requests from AMC MSCs, installations, and activities.

(4) Maintain program data on AMC aircraft, to include flying hours, authorization assignments, and use.

(5) Serve as spokesperson on aviation policy relating to AMC aircraft, and develop the command position on current and future AMC aircraft requirements by type, category, and quantity.

(6) Maintain liaison with and provide input to DA, staff elements of AMC, and field elements on formulation and implementation of plans and policy, directives, procedures, and instructions relating to AMC aircraft.

(7) Maintain cognizance of current priorities to include progress and milestones of research, development, test, and evaluation (RDTE) projects that require test or test-support aircraft to coordinate the overall aviation program as it relates to AMC aircraft.

(8) Ensure interchange of information on all aspects of the Aviation Management Program and coordinate with, assist, and advise AMC staff elements on aviation matters.

(9) Approve and direct the loan, transfer, and bailment of aircraft for special missions, and assign use designations to aircraft assigned test and test-support missions.

(10) Coordinate with the DCSRE on priorities for AMC aviator assignments and training programs.

(11) Analyze and recommend appropriate action on inspection reports, audits, investigations, and staff visit reports concerned with all aspects of the AMC Aviation Program.

(12) Coordinate with and assist, as required, the AMC Safety Office in fulfilling responsibilities pertaining to AMC aircraft.

(13) Review proposed DOD, DA, and AMC publications and revisions that apply to the AMC Aviation Program or the AMC's area of responsibility in the Army Aviation Program.

(14) Integrate aircraft accident prevention procedures and measures into all functional areas involving the use, operation, and maintenance of AMC aircraft.

(15) Develop procedures to ensure that sound flight principles and safe practices are adhered to in all AMC flight operations.

(16) Ensure implementation of approved recommendations of aircraft accident boards and investigating officers concerning AMC aircraft.

(17) Formulate, develop, and coordinate plans, programs, and studies designed to improve the posture, modernization, use, or employment of AMC aircraft.

(18) Initiate or participate in actions involving consolidation for reorganization of aviation assets involving AMC, the U.S. Army Forces Command (FORSCOM), and TRADOC.

(19) Develop policy, perform administrative actions, and monitor compliance with DA and AMC regulations and circulars relative to the conduct of Deputy Chief of Staff for Operations, related Army aviation administration, operations, flight standardization and qualification, and transition training.

(20) Act for the CG, AMC, on the following matters--

(a) Authorize civilians to pilot Army aircraft.

(b) Approve instructor pilot orders.

(c) Approve special transition training for nonstandard or special-purpose aircraft.

(d) Grant waivers to semiannual/annual flight minimums or examination requirements.

(e) Act for CG, AMC, as MACOM waiver authority, as required.

(21) Coordinate with the Deputy Chief of Staff for Resource Management (DCSRM) in the review and substantiation of the Operations and Maintenance Army (OMA) budget submittals for AMC mission support OMA flying hours.

(22) Develop, approve, monitor, and review the annual Flying Hour Program (OMA and RDTE) for all AMC aviation activities, based on DA flying hour allocation.

(23) Serve as Army-wide focal point for redesignation of aircraft due to test requirements.

(24) Serve as AMC proponent for AMC-R 95-6 (Management of AMC Aircraft) and AMC Supplement 1 to AR 95-1 (Army Aviation: General Provisions and Flight Regulations).

(25) Serve as AMC action office for AR 95-20 for all contractor flight operations to include waiver requests.

16-11. Logistic Assistance Division. The mission of this division is to--

a. Manage, establish policy, and direct the AMC LAPA; division chief serves as Deputy to Commander, LAPA.

b. Manage, establish policy, and provide guidance and direction for the worldwide AMC LAP.

c. Plan and execute liaison activities as appropriate to maintain an awareness of customer problems, support requirements, effectiveness of interface between the wholesale and Army-in-the-field logistic systems, and overall effectiveness of AMC support.

d. Coordinate for the Deputy Commanding General for Materiel Readiness on all matters associated with the worldwide AMC LAP.

e. Represent the DCSRE at MACOMs, DA, Office of the Secretary of Defense, other Government agencies, AMC staff, and subordinate command and elements on those matters associated with the LAP.

f. Assess and evaluate the effectiveness of the AMC LAP from a customer and AMC point of view, measure program accomplishments against program objectives, and keep senior management informed of problem areas and overall progress in improving program execution.

16-12. Program Management Branch. The mission of this branch is to--

a. Plan and coordinate with Geographic Logistics Assistance Offices (LAOs) and MSCs on all matters concerning logistic assistance support associated with the LAP mobilization support mission.

b. Justify and defend man-year and dollar requirements essential to the operation of the worldwide LAO network. Establish and justify LAPA budget requirements for each budget cycle.

c. Establish policy and provide guidance and direction for the AMC LAPA mobility program. Exercise centralized control of mobile personnel assigned to LAOs. Exercise personnel management over assigned military and civilian personnel. Serve as proponent for AMC-R 700-19 and AMC Supplement 1 to AR 700-4.

d. Establish LAPA TDA requirements based on manpower and equipment needs. Maintain and update LAPA peacetime and mobilization TDAs based on established requirements.

e. Establish training program for assigned LAPA personnel. Coordinate training requirements with the appropriate elements, agencies, and activities.

f. Update AR 700-4 based on LAPA and field support requirements. Provide recommended changes to AR 700-4 to HQDA and coordinate MACOM staffing, when required.

16-13. Field Support Branch. The mission of this branch is to--

a. Maintain liaison with HQDA staff elements on issues related to LAPA field support and program management.

b. Coordinate AMC General Officer visits to field installations and LAPA supported units. Review and resolve LAPA issues resulting from AMC General Officer visits.

c. Establish automated system for processing situation reports (SITREP) submitted by LAPA activities.

d. Maintain liaison with MSC Logistic Assistance Divisions on issues related to LAPA field support.

e. Conduct periodic readiness reviews, with emphasis of the identification and resolution of systemic materiel problems.

f. Assess adequacy of LAPA field support, provide recommendations for improving LAPA field support to the LAPA Division Chief.

g. Exercise technical direction over AMC field LAPAs.

h. Review periodic reports submitted to HQ AMC elements to ensure adequate coverage of field problems and other significant matters and to ensure responsive action in problem resolution.

16-14. Technical Support Branch. The mission of this branch is to--

a. Establish executive development program for assigned LAPA personnel.

b. Establish LAPA manpower requirements. Review, validate, and submit to HQDA the annual man-year requirements submitted by each MSC according to AMC-R 700-100; resolve disagreements between MSCs and geographic LAOs on total requirements.

c. Conduct special projects, provide guidance, and maintain cognizance of quality and effectiveness of personnel assigned to the LAPA. Formulate and manage special training for program participants.

d. Establish LAPA automated data processing (ADP) requirements and provide annual update to the AMC Information Master Plan (IMP).

e. Establish automated capability for managing LAPA resources. Conduct analyses of automated output information and provide Chief, Logistic Assistance Division, summary of analyses and recommendations for resolving problems.

f. Establish automated capability for tracking systemic materiel readiness issues reported through LAPA channels. Notify appropriate AMC staff element of adverse materiel readiness trends and recommend corrective action.

g. Provide periodic updates to the LAPA Commander on progress of LAPA initiatives and projects.

16-15. Automation Support Office. The mission and functions of this office are to--

a. Provide automation support services to DCSRE and LAPA elements.

b. Acquire and manage automation assets for DCSRE and LAPA elements.

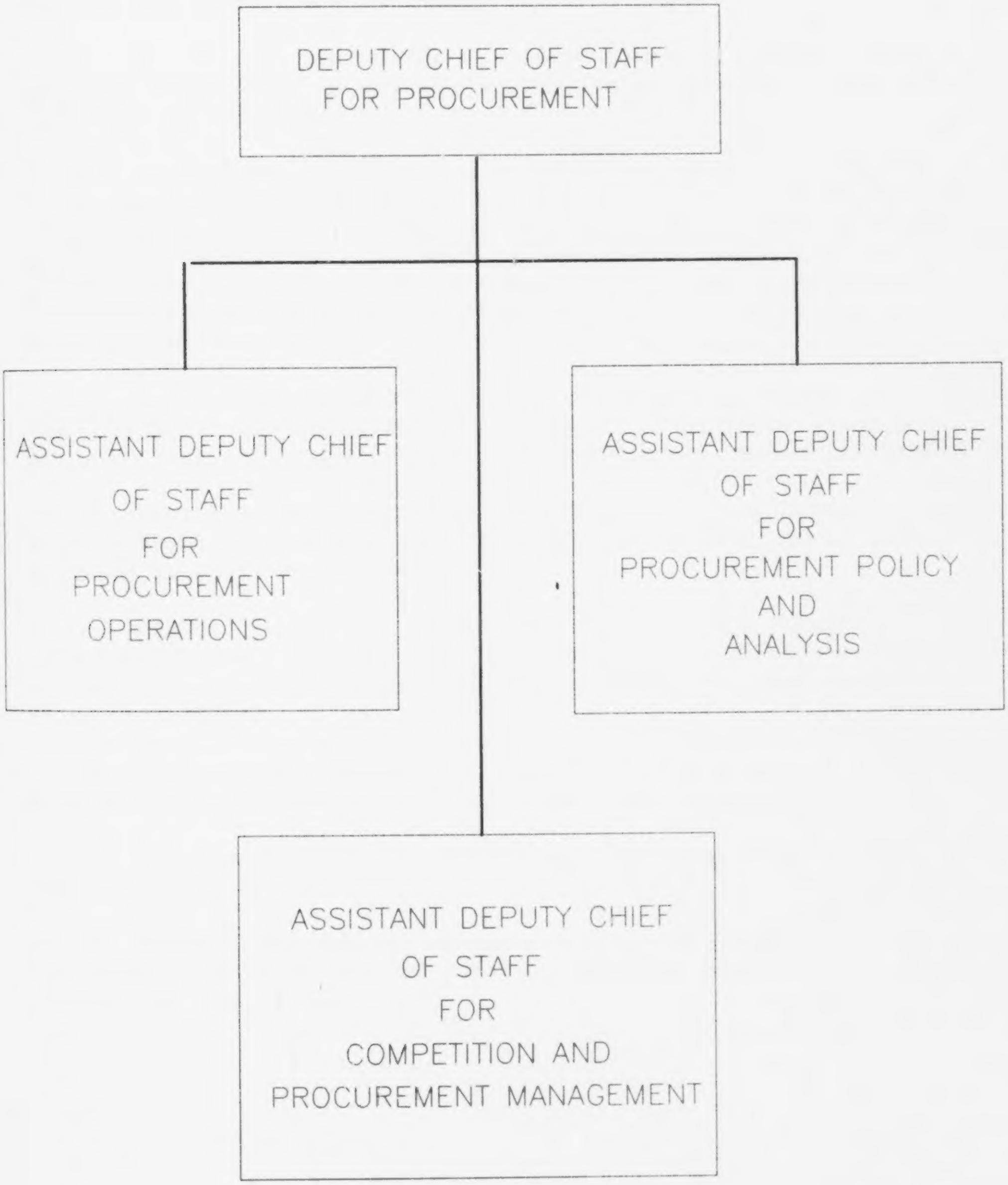
c. Advise and assist office of the DCSRE/LAPA personnel in proper and efficient use of automation assets.

d. Develop and promulgate automation support plan for worldwide LAPA elements.

e. Serve as principal liaison between DCSRE/LAPA elements and HQ AMC Director of Information Management.

CHAPTER 17

DEPUTY CHIEF OF STAFF FOR PROCUREMENT


DEPUTY CHIEF OF STAFF FOR PROCUREMENT
ASSISTANT DEPUTY CHIEF OF STAFF FOR PROCUREMENT OPERATIONS
ASSISTANT DEPUTY CHIEF OF STAFF FOR PROCUREMENT POLICY AND ANALYSIS
ASSISTANT DEPUTY CHIEF OF STAFF FOR COMPETITION AND PROCUREMENT MANAGEMENT

CHAPTER 17

DEPUTY CHIEF OF STAFF FOR PROCUREMENT

17-1. Deputy Chief of Staff for Procurement. The mission of the DCS for Procurement is to--

a. Direct and control the U.S. Army Materiel Command (AMC) materiel development management activities pertaining to procurement direction and management.

b. Direct and control the planning and execution of the AMC procurement mission, which includes the development and implementation of plans, policies, programs, and procedures relating to AMC procurement management. Provide the AMC staff with direction and guidance for all aspects of the administration and technical and professional service required to facilitate and support the procurement process.

c. Perform as the AMC Head of a Contracting Activity (HCA) for the U.S. Military Academy; Armed Forces Radio and Television Service; and Project Manager - Saudi Arabian National Guard (PM-SANG).

d. Implement the Department of Defense (DOD) Selected Acquisition Information and Management System and its subsystems, less selected acquisition reports.

e. Direct the DCS for Procurement Mobilization Augmentee (MOBAUG) Program. Analyze the requirements for MOBAUG positions and develop DCS for Procurement Mobilization Table of Distribution and Allowances (MTDA).

f. Serve as AMC manager for the civilian procurement career program and functional Area 97 military career program.

g. Serve as manager for Procurement Training with Industry (TWI) Program.

h. Conduct acquisition management reviews (AMRs) to evaluate the effectiveness of the AMC major subordinate command (MSC) organizations and activities.

i. Oversee the implementation of the AMC Competition Program.

j. Manage spare parts acquisitions and have primary staff responsibility within AMC for management of Army competition initiatives.

17-2. Assistant DCS (ADCS) for Procurement Operations. The mission of the ADCS for Procurement Operations is to--

a. Perform coordination, planning, control, and administrative functions for the Office of the DCS for Procurement.

b. Develop and administer the DCS operating budget.

c. Act as program manager for the management of all resources in support of central procurement activities.

d. Provide guidance and technical direction and policy coordination for the development, implementation, and management of the procurement functional application of automated logistics systems.

e. Support and advise the command career program manager (CCPM) and AMC field installations and activities on career intern program.

17-3. Automated Data Processing (ADP) Division. The mission of the ADP Division is to--

a. Coordinate policy and provide guidance.

b. Provide functional and technical direction for the development, implementation, and management of the procurement functional applications within the Commodity Command Standard System (CCSS), such as--

(1) Procurement Automated Data and Document System (PADDS).

(2) Procurement Automated Manpower Utilization and Projection System (PAMUPS).

(3) Materiel Acquisition Requirements and Validation System (MARVS).

(4) Working Ordering and Reporting Communications System (WORCS).

(5) Standard Automated Bidders List (SABL).

(6) Military Standard Contract Administration Procedures (MILSCAP).

b. Functions. The functions of the ADP Division are to--

(1) Define, test, and implement the Integrated Procurement System (IPS).

(2) Monitor and manage the implementation of the Standard Army Automated Contracting System (SAACONS), ensuring facilities, hardware, and training are accomplished.

(3) Provide information management services for the DCS for Procurement.

(4) Integrate the schedule and resource requirements of the information management plan initiatives and ensure timely implementation.

(5) Prepare, coordinate, and defend all life-cycle management documentation for qualified systems.

(6) Evaluate and solicit suggestions consistent with the need for new or expanded automation support for the procurement process and initiatives' projects.

(7) Serve as the DA focal point for the DOD-wide administration of MILSCAP.

(8) Maintain surveillance of the functional application of automation to the acquisition process throughout AMC; provide liaison with industry, other Services, and agencies on procurement automation matters, and briefs all levels of management as required.

(9) Provide representation on HQ AMC Acquisition Management Review Teams; Federal Acquisition Regulation (FAR) subcommittees; and various DOD, DA, interagency, and AMC committees, study, and work groups.

(10) Prepare the DCS for Procurement for active participation on the AMC Logistics Systems Review Committee (LSRC) and various General Officer-level forums.

(11) Chair functional coordinating groups to determine input for LSRC.

(12) Coordinate with various audit bodies or congressional oversight committees, and prepare comments and responses to formal findings.

(13) Direct, monitor, evaluate, and analyze procurement performance by all organizations.

(14) Coordinate methods and standards (MS) efforts, and represent the DCS for Procurement on issues relating to procurement operations and contract administration at all AMC activities.

(15) Assist in the development of other management information to indicate trend, and to serve as a basis for evaluating performance.

(16) Maintain management information required for the Acquisition Tracking Center.

17-4. Service Support Division.

a. Mission. The mission of the Service Support Division is to perform coordination, planning, control, and administrative functions for the DCS for Procurement.

b. Functions. The functions of the Service Support Division are to--

(1) Coordinate DCS for Procurement participation in the AMC planning system.

(2) Develop and coordinate DCS for Procurement actions in support of DA and AMC emergency and contingency plans and operations.

(3) Plan and execute the Procurement Internal Security Program.

(4) Develop and administer the internal operating budget for the DCS for Procurement.

(5) Perform administrative functions as identified in chapter 26, Common Functions of Administrative Offices.

(6) Act as focal point for coordination and preparation of positions on and replies to General Accounting Office (GAO) reports, DOD Inspector General (DODIG) reports, Congressional committees, etc., relating to assigned functions.

(7) Manage all resources in support of central procurement activities worldwide.

(8) Prepare and administer budgets; monitor execution of the budgets; participate on the AMC Junior Resource Action Committee; and work with resource management principals at Congress, DOD, DA, and AMC to accelerate financing.

(9) Evaluate and analyze AMC procurement accomplishments. Review workload among the procurement activities. Prepare and maintain charts, analyses, and evaluations on a current basis for presentations to other DCS-level offices and higher authority. Assist in the development of other management information to indicate trends and to serve as a basis for evaluating performance.

(10) Advise CCPM and AMC field installations and activities on career management from the functional standpoint.

(11) Support effective career planning and progression by reviewing staffing guidance, monitoring career patterns, and identifying functional training and development programs.

(12) Review, evaluate, and submit budget requirements for AMC intern training, long-term training programs, and executive and management development for contracting and acquisition (C&A) personnel.

(13) Monitor functional training activities conducted in MSC facilities.

(14) Assess the quality of intern training by conducting surveys and interviewing C&A program personnel.

(15) Monitor equal employment opportunity (EEO) progress within the career program, and perform the necessary follow-up to ensure full support of EEO.

(16) Assist in determining annual career program staffing requirements and intern needs.

(17) Provide technical advice and staff surveillance support and assistance to improve the civilian procurement career program through periodic on-site visits to AMC installations and activities.

17-5. ADCS for Procurement Policy and Analysis. The mission of the ADCS for Procurement Policy and Analysis is to--

a. Develop and implement plans, policy, programs, and procedures relating to AMC procurement.

b. Provide AMC direction and guidance for all aspects of the administration.

c. Provide technical and professional service required to facilitate and support the procurement process.

d. Review all procurement documents on major acquisitions.

e. Be responsible for staff surveillance and assistance to field activities to ensure compliance with policy and procedures.

f. Participate in AMRs/contract management reviews (CMRs), as required, to evaluate the effectiveness of the AMC/MSC implementation of policies.

17-6. Contract Policy Division.

a. Mission. The mission of the Contract Policy Division is to develop, interpret, and issue procurement instructions, policies, and procedures pertinent to contract placement for research and development, production, and supplies and services contracts.

b. Functions. The functions of the Contract Policy Division are to--

(1) Provide representatives on DOD, interservice, interagency, DA committees, study, and work groups, as appropriate.

(2) Provide the Army representative to the--

(a) Defense Acquisition Regulation (DAR) Contract Forms Committee.

(b) DAR Contract Placement Policy Committee.

(c) DAR Contract Reporting Committee.

(3) Develop and update policy and regulations in sections 23, 28, 49, and related sections of the AMC FAR Supplement.

(4) Provide the Army representative to the DAR Insurance Committee.

(5) Study and evaluate policies and procedures of other government and private procurement organizations for possible AMC application.

(6) Develop and recommend positions on and prepare replies to GAO reports, DODIG reports, Congressional committees, etc., relating to assigned functions.

(7) Initiate, develop, and recommend improvements in procurement policies, procedures, and management. Prepare, justify, and process deviations to Defense Federal Acquisition Regulation Supplement (DFARS), Army Regulations (ARs), and AMC Procurement instructions.

(8) Review and coordinate AMC input and participation in DFARS/FAR studies, committees, and working groups.

(9) Provide technical advice on procurement programs, contract placement, and unit cost.

(10) Represent the DCS and ADCS and serve as the focal point for Federal Acquisition Institute and Office of Federal Procurement Policy regarding procurement policy matters.

(11) Provide personnel for AMRs to ensure compliance with procurement regulations at the MSCs and procurement activities.

(12) Serve as AMC proponent for the establishment, publication, distribution, and maintenance of AMC FAR Supplement.

(13) Serve as proponent for the publication and timely distribution of acquisition letters which disseminate policy changes for immediate implementation.

17-7. Pricing Policy Division.

a. Mission. The mission of the Pricing Policy Division is to develop, interpret, and issue procurement instructions, policies, and procedures pertinent to the cost and pricing aspects of contract placement and administration of research and development, production, and supplies and services' contracts.

b. Functions. The functions of the Pricing Policy Division are to--

(1) Direct AMC contract pricing and contract financing efforts.

(2) Develop instructions and guidance for AMC's application of contracting pricing policies and procedures generated by higher authorities.

(3) Study and evaluate contract pricing policies and procedures of other government and private procurement organizations for possible AMC application.

(4) Provide representation to DOD committees, studies, and working groups in appropriate areas.

(5) Provide Army representation to the--

(a) DAR Cost Accounting Standards Committee.

(b) DAR Pricing Committee.

(c) DOD Contract Finance Committee.

(6) Provide the chairperson for DAR Cost Principles Committee.

(7) Develop instructions and guidance of AMC application of cost accounting standards.

(8) Develop and update policy and regulations in sections 15, 31, and related sections of the AMC FAR Supplement.

(9) Develop instructions and guidance for AMC application of DAR Pricing Committee changes to section 15 and related sections of the DAR.

(10) Develop instructions and guidance for AMC application of DAR Cost Principles Committee changes to section 31 and related sections of the DAR.

(11) Develop and update policy and regulations in the AMC FAR Supplement pertaining to contract finance matters.

(12) Direct the application of DOD profit policies, and direct the AMC profit review program.

(13) Analyze, develop, recommend positions on, and prepare replies to GAO reports, DODIG reports, Congressional committees, etc., relating to assigned functions.

(14) Function as the Army tri-service negotiation office for the negotiation of the Independent Research and Development (IR&D) and bid and proposal (B&P) expenses with major defense contractors.

(15) Direct and provide policy advice on the Army Overhead Tracking Program.

(16) Direct the development of the procurement portion of the AMC cost estimating and analysis program.

(17) Direct the AMC program for the recoupment from all contractors of nonrecurring cost on foreign commercial sales.

(18) Direct, manage, and coordinate the Army's COPPER IMPACT computerized pricing program.

(19) Develop, establish, prescribe, and staff supervise AMC policies and procedures on the implementation of the Army's Should Cost Program. Determine should-cost requirements through the review of acquisition plans, 5-year defense plans, as a member of Defense Systems Acquisition Review Council, and as a member of the Army Systems Acquisition Review Council.

(20) Supervise, monitor, and provide technical direction to the appropriate review director within the division in the implementation of the Army's should-cost studies, procurement cost analysis studies, and/or management surveillance contractor reviews.

(21) Provide technical assistance and guidance in selection of should-cost review teams including full-time team member participation of Defense Contract Audit Agency (DCAA) and contract administration representations.

(22) Conduct staff visits to MSCs, project management offices, and contractor plants; provide guidance and assistance; and determine status of procurement/contract reviews.

(23) Provide DA and AMC representation as required on OSD, tri-service, Joint Logistics Commands, and DOD/industry committees and groups concerned with should-costs; and provide liaison and coordination with HQDA, OSD, other military departments, the AMC MSCs, and industry.

(24) Provide personnel for AMRs to ensure compliance with pricing regulations at the MSCs and buying activities.

(25) Review responses being forwarded to DCAA, DODIG, and GAO on reportable audits to ensure compliance with Army policy and procedure.

(26) Provide the day-to-day management of AMC's reportable audit program.

17-8. Office of Contract Placement and Review.

a. Mission. The mission of the Office of Contract Placement and Review is to conduct comprehensive business clearance reviews on all major AMC acquisition programs for all forward price rate agreement (FPRA) negotiations, where the Army has plant cognizance and perform all IR&D and B&P expense negotiations with major contractors.

b. Functions. The functions of the Office of Contract Placement and Review are to--

(1) Review and approve appropriateness of contract type proposed by the MSC.

(2) Review and approve any special provisions and pricing arrangements in proposed contracts.

(3) Perform analytical review, by cost element, of pre-negotiation cost objectives for major acquisition programs.

(4) Ensure that the business clearance demonstrates that the negotiator is adequately prepared to enter negotiations and government's cost objectives are sound.

(5) Ensure that negotiated prices conform to FAR, DFARS, AFARS, and AMC pricing policies.

(6) Ensure that the pre-negotiation business clearance and post negotiation business clearance justify that the price established is fair and reasonable.

(7) Review and approve all economic price adjustment clauses proposed for use in any AMC contracts.

(8) Develop and update policy and regulations in Subparts 1.6 and 16.2 of the AMC FAR supplement.

(9) Review all acquisition plans (APs) for the ADCS for Procurement Policy and Analysis.

(10) Provide advice and information with regard to procedures, operations, plans of action, and lessons-learned from source selections. Process and coordinate matters regarding source selection.

(11) Provide personnel for Material Acquisition Review Boards.

17-9. Contract Administration/Major Subordinate Command Support Division.

a. Mission. The mission of the Contract Administration/Major Subordinate Command (MSC) Support Division is to develop, interpret, and issue procurement instructions, policies, and procedures pertinent to contract administration for research and development, production, and supplies and services' contracts.

b. Functions. The functions of the Contract Administration/MSC Command Support Division are to--

(1) Collect, maintain, interpret, and present statistical data concerning unpriced contractual instruments and other special interest programs, as required, to fulfill requests for information on AMC's operations by members of Congress, Congressional committees, OSD, DA, and the AMC Commanding General.

(2) Conduct staff visits to MSCs, project management offices, and contractor plants to provide guidance and assistance, and determine status of procurement actions.

(3) Evaluate and obtain approval of proposed awards of contracts for selected items and provide guidance for their execution.

(4) Direct plant cognizance functions as defined in DOD Instruction 4105.59 and DFARS 42.2. Serve as AMC's focal point for tri-service negotiations concerning assignment, transfer, or termination plant cognizance assignments.

(5) Provide representatives on DOD, interservice, interagency, DA committees, study, and work groups, as appropriate.

(6) Provide the Army representative to the DAR Contract Administration Committee.

(7) Develop and update policy and regulations in section 42 and related sections of the AMC FAR supplement.

(8) Serve as focal point for contract administration services to include policy, periodic review, and related contract management functions.

(9) Perform the function of HCA for PM-SANG.

(10) Be responsible for procurement aspects of special access programs.

(11) Prepare and issue delegations of authority pertaining to the Procurement Program.

(12) Analyze, coordinate, and control requests for approval required under the Buy American Act and Balance of Payments programs for procurements outside the United States and its possessions.

(13) Act as AMC's focal point for off-shore, North Atlantic Treaty Organization (NATO) procurements according to the Rationalization/Standardization/Interoperability (RSI) Program. Develop, interpret, and issue RSI procurement procedures.

(14) Coordinate on price and availability in foreign military sales letters of acceptance.

(15) Serve as focal point for all Freedom of Information Act requests for the DCS for Procurement.

(16) Analyze, develop, recommend positions on, and prepare replies to GAO reports, DODIG reports, Congressional committees, etc., relating to procurement actions at the MSCs.

(17) Manage operational aspects, assistance, and coordination of foreign source procurements. Coordinate procurement support provided by U.S. Army Contracting Agency, Europe.

17-10. ADCS for Competition and Procurement Management. The mission of the ADCS for Competition and Procurement Management is to--

a. Serve as competition advocate for AMC.

b. Direct the spare parts programs and coordinate the implementation of plans, policies, programs, and procedures relating to AMC procurement.

c. Act as program director for central procurement activities.

d. Direct the operation of AMC's procurement agencies and activities for which the DCS for Procurement has HCA responsibilities.

e. Perform the function of HCA for Armed Forces Radio and Television Services, U.S. Military Academy, PM-SANG, and separate AMC installations and activities on behalf of the DCS for Procurement.

f. Conduct acquisition management reviews (AMRs) to evaluate the effectiveness of the contracting and acquisition at subordinate units.

g. Provide staff assistance, surveillance, and guidance to AMC's subordinate organization on procurement matters.

h. Serve as point of contact for the DCS for Procurement on competition and procurement management issues.

17-11. Missiles Division. a. Mission. The mission of the Missiles Division is to conduct Procurement Management Reviews (PMRs), provide staff assistance surveillance, and guidance to AMC's subordinate organization and serve as point of contact on procurement management issues.

b. Functions. The specific functions of the Missiles, Aviation/Communications, and Vehicles/Munitions Divisions are to--

(1) Review, analyze, staff, coordinate, and control APs, justifications and approvals (J&As), determinations and findings (D&Fs), and all other administrative requests submitted to HQ AMC.

(2) Participate in the development of procurement strategy and follow-up on implementation.

(3) Maintain liaison with subordinate commands and HQDA in order to provide information to AMC on selected items of special interest.

(4) Provide assistance and direct operational support to accomplish the procurement function for HQ AMC.

(5) Ascertain facts and prepare responses to inquiries from the AMC command group, Congress, industry, and other sources.

(6) Maintain liaison with subordinate commands and activities to stay abreast of status of assigned systems during contract performance.

(7) Provide staff assistance and surveillance to assigned MSC or activity.

(8) Provide technical assistance on competition matters, program status, obligation tracking, and procurement administrative support to the ADCS for Procurement.

(9) Participate in proposal evaluation and source selection procedures.

(10) Serve as a focal point for DCS level offices relating to the application of selected systems/items for foreign military sales requirements.

(11) Act as DCS for Procurement interface with DCS for Supply, Maintenance, and Transportation concerning issues related to Procurement Appropriations and the Program Objective Memorandum.

(12) Act as focal point for coordination with DCS-level offices for development, engineering, and acquisition; and supply, maintenance, and transportation on selected system/item programs.

(13) Evaluate and obtain approval of proposed award of contracts for engineering services.

(14) Coordinate and participate in AMRs.

(15) Evaluate, coordinate, and make recommendations on requests to issue letter contracts from activities for which the DCS for Procurement has HCA responsibilities.

(16) Make recommendations for the placement and administration of service-type contracts not related to specific commodities.

(17) Coordinate commercial activities (CA) procurement policy according to the Office of Management and Budget Circular A-76. Develop, interpret, and issue CA procurement procedures.

(18) Serve as procurement representative on all issues concerning rights in technical data and computer software and warranty.

(19) Review and evaluate installation proposed contract awards.

(20) Serve as focal point for acquisition tracking system, and analyze trends and milestones leading to contract awards commensurate with AMC obligation goals/competition goals.

(21) Analyze, develop, recommend positions, and prepare replies to GAO reports, DODIG reports, Congressional committees, etc., relating to assigned functions.

17-12. Aviation/Communications Division. (Same mission and functions as para 17-11.)

17-13. Vehicles/Munitions Division. (Same mission and functions as para 17-11.)

17-14. Competition Management Office. The mission of the Competition Management Office is to--

a. Initiate, develop, and recommend improvement in competition and spare parts acquisition policies, procedures, and management.

b. Conduct field reviews at AMC's MSCs to evaluate their progress in implementing spare parts review initiatives (SPRINT), spares acquisition integrated with production (SAIP), and other directives relating to the acquisition at the MSCs. Make written recommendations to the MSCs as a result of these reviews.

c. Serve as the DCS for Procurement point of contact on OSD competition and spare parts acquisition working groups.

d. Provide responses to the AMC command group, Congress, OSD, DA, industry, other Services, and AMC's MSCs on inquiries concerning competition and spare parts acquisition.

e. Evaluate and coordinate on reports of inspections, inquiries, investigations, audits, and related correspondence on competition and spare parts acquisition.

f. Coordinate with the other DCS-level offices on any responsibilities they have in the acquisition of spare parts and/or implementation of SPRINT, SAIP, and competition initiatives.

g. Revise and implement SPRINT and other competition and spare parts initiatives. Review and analyze progress reports required from the MSCs on their efforts to implement the recommendations and directives to reform the spare parts acquisition process.

h. Provide information and assistance on matters relating to breakout, reverse engineering, increasing competition for spare parts, implementing SPRINT, and reducing the potential for price abuse in the spare parts acquisition process.

i. Prepare and submit to HQDA competition, spare parts, and spare parts management improvement program (SMIP) reports.

j. Organize, plan, and conduct quarterly spare parts workshop.

k. Act as focal point for recording and tracking APs and J&As.

l. Analyze, develop, recommend position on, and prepare replies to GAO reports, DODIG reports, Congressional committees, etc., relating to assigned functions.

m. Serve as proponent and manage the following Army programs:

(1) The Army Price Challenge Program.

(2) The Army Reverse Engineering Program.

(3) The Army Replenishment Parts Purchase or Borrow Program.

n. Review and make recommendations on J&As and APs.

o. Participate in PMRs/CMRs.

CHAPTER 18

DEPUTY CHIEF OF STAFF FOR INTERNATIONAL SECURITY PARTNERSHIPS

DEPUTY CHIEF OF STAFF
FOR INTERNATIONAL SECURITY PARTNERSHIPS

CHAPTER 18

DEPUTY CHIEF OF STAFF FOR INTERNATIONAL SECURITY PARTNERSHIPS

18-1. Deputy Chief of Staff for International Security Partnerships. The mission of the Deputy Chief of Staff for International Security Partnerships is to--

a. Act for the Department of the Army (DA) Executive Agent (Commander of Headquarters (HQ)), U.S. Army Materiel Command (AMC)) for operational aspects of approved foreign military sales cases, military assistance programs, and international military education and training programs. The executive agent operates within policy and guidance furnished by HQDA and interfaces with the Defense Security Assistance Agency, other military departments, other U.S. government agencies, and international organizations.

b. Establish policy and provide guidance and direction for--

(1) Accomplishing AMC Security Assistance Program responsibilities, including foreign military sales, supply support, co-production, and grant aid.

(2) Processing munitions control export licenses.

(3) Implementing Department of State Civil Aid Program for Army items.

(4) Negotiating foreign military sales, supply support, and co-production.

18-2. Objectives. The objectives of the Deputy Chief of Staff for International Security Partnerships are to--

a. Develop Security Assistance Program goals and objectives.

b. Evaluate performance against established security assistance plans, programs, resource allocations, objectives, and goals. Identify action required to resolve problem involved.

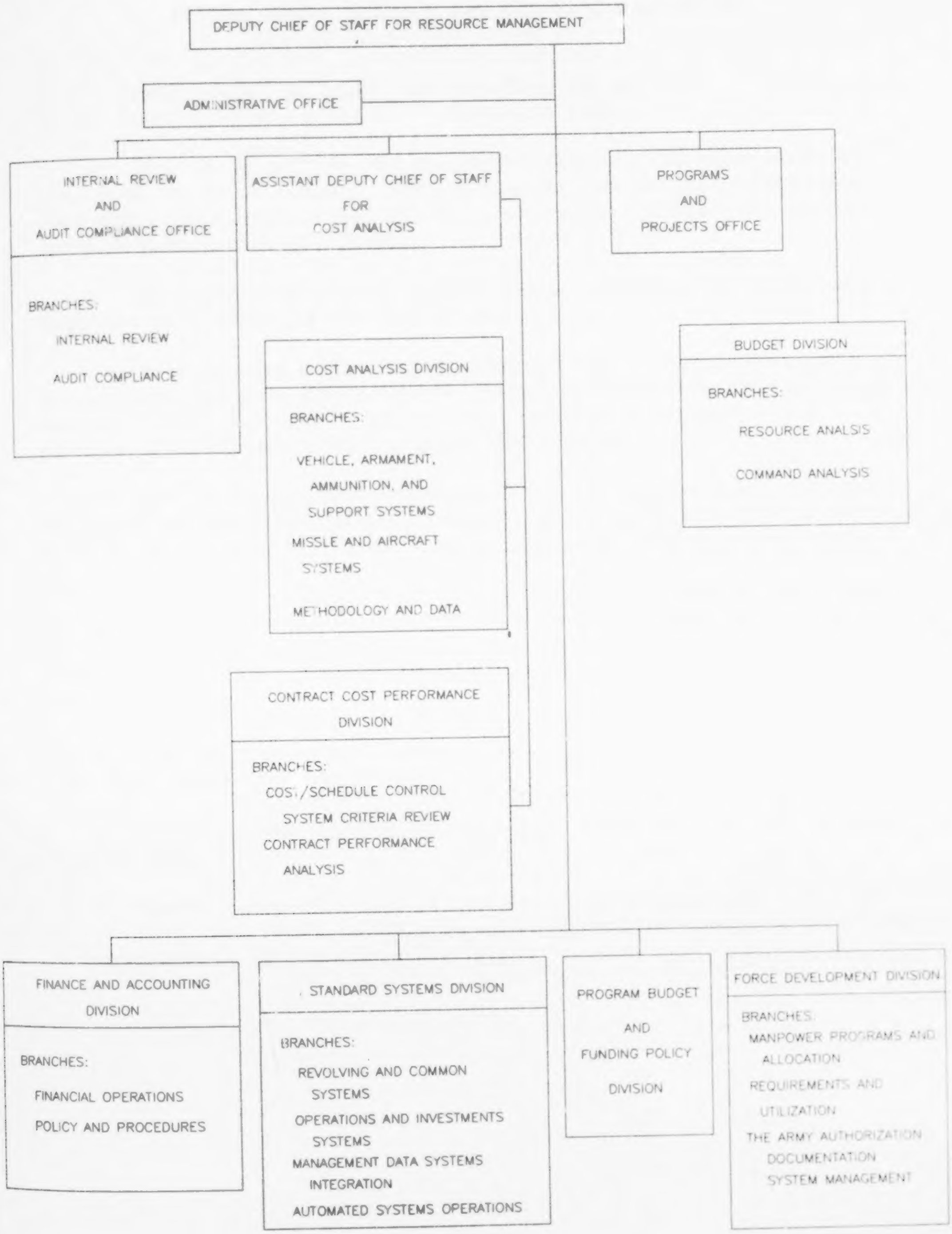
c. Maintain summary information on status of security assistance programs, program direction, financial/customer orders, and logistics support performance.

d. Exercise technical direction over security assistance elements in AMC commands, installations, and activities.

e. Command the U.S. Army Security Affairs Command.

CHAPTER 19

DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT


DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT
ADMINISTRATIVE OFFICE
INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE
BRANCHES:
INTERNAL REVIEW
AUDIT COMPLIANCE
ASSISTANT DEPUTY CHIEF OF STAFF FOR COST ANALYSIS
PROGRAMS AND PROJECTS OFFICE
COST ANALYSIS DIVISION
BRANCHES:
VEHICLE, ARMAMENT, AMMUNITION, AND SUPPORT SYSTEMS
MISSLE AND AIRCRAFT SYSTEMS
METHODOLOGY AND DATA
BUDGET DIVISION
BRANCHES:
RESOURCE ANALSIS
COMMAND ANALYSIS
CONTRACT COST PERFORMANCE DIVISION
BRANCHES:
COST/SCHEDULE CONTROL SYSTEM CRITERIA REVIEW
CONTRACT PERFORMANCE ANALYSIS
FINANCE AND ACCOUNTING DIVISION
BRANCHES:
FINANCIAL OPERATIONS
POLICY AND PROCEDURES
STANDARD SYSTEMS DIVISION
BRANCHES:
REVOLVING AND COMMON SYSTEMS
OPERATIONS AND INVESTMENTS SYSTEMS
MANAGEMENT DATA SYSTEMS INTEGRATION
AUTOMATED SYSTEMS OPERATIONS
PROGRAM BUDGET AND FUNDING POLICY DIVISION
FORCE DEVELOPMENT DIVISION
BRANCHES:
MANPOWER PROGRAMS AND ALLOCATION
REQUIREMENTS AND UTILIZATION
THE ARMY AUTHORIZATION DOCUMENTATION SYSTEM MANAGEMENT

CHAPTER 19

DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT

19-1. Deputy Chief of Staff for Resource Management. The mission of the Deputy Chief of Staff for Resource Management (DCSRM) is to--

a. Provide direction for and supervise overall management of U.S. Army Materiel Command (AMC) financial and manpower management, cost and economic analysis, internal review and audit compliance, and standard financial systems.

b. Determine and obtain the financial and manpower resources required to accomplish the AMC mission.

c. Develop, maintain, and discipline the resource management process and database Planning, Programming, Budgeting and Execution System (PPBES) for AMC to ensure that available resources are planned and programmed for optimum utilization.

d. Act as appropriation director for all appropriations/funds and leads HQ AMC headquarters resource management efforts and actions across all appropriations during budgeting and execution.

e. Formulate, defend, and execute the total program and budget for Operation Maintenance, Army (OMA); Operation Maintenance, Army Reserve (OMAR); International Military Education and Training (IMET); Military Assistance Program/Grant Aid (MAP/GA); and Army Industrial Fund (AIF).

f. Provide for overall review, analysis, and evaluation of AMC-wide base operations resources.

g. Serve as AMC mission area manager (MAM) of the base support mission area.

h. Serve as co-chairman of the Senior Resources Advisory Committee (RAC) for PPBES matters to approve/resolve issues and/or make recommendations to the Executive RAC.

i. Direct and manage the military and civilian manpower program for AMC.

j. Determine the correctness of all appropriations, budget programs, subsidiary accounts, and revolving funds (e.g., industrial fund and stock fund) to be charged for requirements and specific functions performed by AMC.

k. Maintain an AMC cost analysis program to provide cost estimating, analysis, and validation of costs.

l. Provide for contract cost performance measurement, reporting, and analysis through implementation of the Department of Defense (DOD) Selected Acquisitions Information and Management Systems (SAIMS).

m. Direct the AMC internal review and audit compliance program. Serve as the point of contact (POC) within AMC for all external audit agencies.

n. Manage and oversee AMC subject matter assessments, manpower staffing standards, and efficiency review programs including management direction and control of the AMC Management Engineering Activity (AMCMEA).

o. Manage and oversee development of standard automated financial systems that complement management of AMC appropriations.

p. Manage the DCSRM financial, planning, programming, budgeting, and manpower automated systems.

q. Serve as the command career program manager for the comptroller civilian career program (CP11) and monitor the comptroller military officer program throughout AMC.

r. Serve as sponsor for the Resource Management Executive Workshop (RMEW).

19-2. Administrative Office.

a. Mission. The mission of the Administrative Office is to--

(1) Perform coordination, planning, control, and administrative functions for the Office of the DCSRM.

(2) Develop and disseminate DCSRM policy and operating procedures.

(3) Provide a broad range of administrative and personnel support functions in the conduct of day-to-day operations.

b. Functions. The functions of the Administrative Office are to--

(1) Process and monitor all personnel requests for DCSRM personnel, to include recruitments, promotions, reassignments, sick leave usage, etc.

(2) Monitor the DCSRM equal employment opportunity (EEO) program and prepare the DCSRM guidance and reports.

(3) Monitor all awards and performance appraisals (Performance Management System (PMS), Performance Management Recognition System (PMRS), and Officer Efficiency Ratings (OER)) for DCSRM civilian/military personnel.

(4) Formulate and monitor the execution of the DCSRM OMA budget that finances civilian manpower spaces and associated costs and manages element of expense (EOE) funding. Determine transfer of funds among EOEs.

(5) Maintain the table of distribution and allowances (TDA) and provides guidance to division/office chiefs regarding TDA personnel.

(6) Serve as the DCSRM security officer; develop and implement security policy and guidance; and maintain records on security clearances and classified document accountability. Serve as crime prevention officer and perform associated functions.

(7) Serve as DCSRM POC for property and equipment. Monitor all issues and turn-ins of property and equipment.

(8) Direct all incoming and outgoing mail within the organization by receiving, routing, sorting, and controlling all suspense items.

(9) Ensure the preparation of annual plans for civilian employees. Manage the training spaces allotted to the DCSRM.

(10) Direct the records management program for DCSRM. Review files. Provide information on retirement of records or distribution. Conduct surveys to ensure compliance with applicable regulations.

(11) Develop policy, operating memoranda, and procedures for the DCSRM.

(12) Prepare special reports.

(13) Coordinate DCSRM actions in support of emergency and contingency plans and operations.

(14) Prepare the DCSRM input to the AMC Historical Review.

19-3. Internal Review and Audit Compliance Office. The mission of the Internal Review and Audit Compliance Office is to--

a. Develop and issue major policies, procedures, plans, and programs for the conduct of the internal review activities throughout the command. Direct AMC nonappropriated fund audit activities, including the performance of audits and the review and disposition of audit reports.

b. Serve as the focal point within AMC for all external audit agencies/offices such as the General Accounting Office (GAO), DOD Inspector General (DODIG), and U.S. Army Audit Agency (USAAA). Develop and issue major policies, procedures, and systems governing AMC actions related to audits and reviews by external audit agencies, including the assignment of action responsibility and control of the Command reply process to such audit reports.

19-4. Internal Review Branch. The functions of the Internal Review Branch are to--

a. Develop and direct AMC major policies, plans, and programs relating to internal review. Issue guidance for conduct of commandwide internal reviews and for the audits of nonappropriated fund activities.

b. Provide staff advice, assistance, and supervision over AMC-wide internal review activities to ensure the uniform interpretation and application of policies, techniques, and standards of performance. Evaluate the adequacy and effectiveness of internal review performance at major subordinate command (MSC) levels through review of professional standards of performance, adequacy of work accomplished, and internal review responsiveness to management's needs.

c. Provide internal review and audit service, as required, to HQ AMC.

d. Perform or direct internal reviews that--

(1) Concern specific areas of special interest to HQ AMC, or higher authority.

(2) Concern operations either found to be deficient or suspected of being deficient based on trends identified in external audit reports from higher authority or locally identified.

(3) Relate to complex management areas that indicate weaknesses or trends that may lead to major problems without improved or corrected conditions.

(4) Evaluate the adequacy and effectiveness of AMC's control systems, procedures, practices, and reports relating to accounting, resource management, and associated activities.

e. Analyze and evaluate external audit reports issues by GAO, DODIG, and USAAA in conjunction with pertinent position statements to point out any major AMC-wide deficiencies and any indication of adverse trends requiring the attention and action of the Commanding General, AMC, and key officials. Develop and issue internal review guides on specified problem areas for use by internal review staffs within AMC in the conduct of command-wide reviews. Develop other guides in coordination with applicable HQ AMC, functional DCS-level offices. Consolidate feedback reports from MSCs and prepare composite reports for appropriate HQ AMC DCS-level offices.

f. Perform audit of nonappropriated funds at HQ AMC (except for the HQ AMC Welfare Fund). Evaluate AMC installation reports of audits and forwards them to higher headquarters for disposition.

g. Provide effective liaison with higher authority and professional and industrial organizations on matters of internal review and internal audit policy and techniques.

h. Evaluate the observations made in annual general inspection reports of installations and activities reporting directly to HQ AMC, with regard to matters in the resource management area of responsibility.

i. Serve as POC within AMC for internal review auditor training.

j. Provide consultant services, as required, to operating officials in resolving problems arising from operations because of changes, additions, or deletions to the programs, missions, funds and systems. Participate in ad hoc team studies involving the internal review area of responsibility and other projects as assigned or selected.

19-5. Audit Compliance Branch. The functions of the Audit Compliance Branch are to--

a. Develop and recommend policies. Develop and issue procedures governing AMC actions related to audit and reviews by audit organizations external to AMC, and provide guidance and assistance thereon within AMC.

b. Serve as the principal POC for GAO, DODIG, USAAA, and other Federal organizations that have responsibility for conducting audits or reviews. Establish and provide liaison with these audit agencies/offices, higher authority, and AMC elements on all matters relating to external audit inquiries and reports of audit.

c. Analyze and evaluate external audit reports issues by GAO, DODIG, USAAA in conjunction with pertinent position statements to point out any major AMC-wide deficiencies and any indications of adverse trends requiring the attention and action of the Commanding General, AMC, and key officials.

d. Assign action responsibility for each audit and associated audit reports within AMC.

e. Direct the preparation, coordination, and responsiveness of audit replies. Provide liaison between DA and AMC on audit compliance and release of information matters.

f. Staff supervise AMC-wide external audit and compliance activities including the timeliness and the quality review programs.

g. Initiate and monitor follow-up to ensure prompt corrective action on reported deficiencies and/or fulfillment of commitments made in reply to audit reports.

19-6. Assistant Deputy Chief of Staff for Cost Analysis. The mission of the Assistant Deputy Chief of Staff for Cost Analysis is to--

a. Manage the AMC Cost Analysis Program to provide cost estimating, analysis, and validation of costs for weapon/support systems and materiel programs.

b. Serve as the senior consultant and advisor to the AMC command group on weapon/support system costs.

c. Represent AMC on the Weapon System Subcommittee of the DA Program and Budget Committee.

d. Provide AMC leadership and direction for implementation of the command-wide operational baseline cost estimate (OBCE) automation initiative.

e. Provide for contract cost performance measurement, reporting, and analysis through implementation of the DOD SAIMS.

19-7. Cost Analysis Division. The mission of the Cost Analysis Division is to--

a. Direct and supervise cost and economic analysis program activities throughout AMC.

b. Direct cost estimating, analysis, and validation of costs for weapon/support systems and materiel programs.

c. Conduct reviews, analyses, evaluations, and validations of baseline cost estimates (BCEs), independent cost assessments, and cost and operational effectiveness analyses (COEAs) on weapon/support systems. Coordinate AMC cost position on major weapon/support systems requiring DA in-process review (IPR) approval or in support of PPBES.

d. Provide AMC cost analysis support on cost submissions for weapon systems designated under the Army acquisition executive (AAE)/program executive officer (PEO) concept.

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e. Direct and monitor validation procedures for weapon/support systems and major materiel programs performed by cost analysis activities at MSCs.

f. Direct policy and programs for cost analysis research, methodology, cost-estimating techniques, and data at the MSCs.

g. Serve as AMC's focal point for inflation guidance.

h. Sponsor and supervise the AMC cost analysis training program.

i. Develop, promulgate, and implement AMC concepts, policies, and priorities for application of economic analysis within AMC.

j. Direct the development and implementation of an operational baseline cost estimate (OBCE) for life cycle costing of major weapon systems.

19-8. Vehicle, Armament, Ammunition, and Support Systems Branch. The functions common to both the Vehicle, Armament, Ammunition, and Support Systems Branch and the Missile and Aircraft Systems Branch are to--

a. Direct the AMC cost estimating program for applicable weapon systems and materiel programs to include requirements and procedures for developing, tracking, reviewing, and validating cost estimates and studies prepared by AMC MSCs and project managers (PMs).

b. Provide functional support, technical direction, staff assistance, and coordination to the PMs, PEOs, and MSCs in the development of cost analysis documents, where applicable, prior to the Army Systems Acquisition Review Council (ASARC)/Defense Acquisition Board (DAB), DA/AMC IPR, or in support of PPBES.

c. Conduct review of cost estimates for both major and nonmajor materiel systems subject to HQ AMC management action., e.g., selected acquisition reports (SARs), unit cost reports, program status reports, program baselines, and acquisition plans. Provide support for cost analysis/cost estimating to HQ AMC MAMs.

d. Analyze program costs and ensure that current program budget documents (such as the program objective memorandum (POM), budget and program resource review (BPRR), and the President's budget) are consistent with the latest BCE.

e. Prepare an analysis of the BCE based on comparison with other appropriate estimates, and provide the command group a recommended AMC position prior to HQDA review.

f. Ensure the conduct of cost estimate validations for both major and non-major materiel systems subject to HQ AMC management action. Verify compliance with AMC-R 37-4 and Cost Estimate Control Data Center (CECDC) activities.

g. Provide technical direction and management to project managers and MSCs in the preparation of cost information for COEAs. Ensure that requirements are formulated and met through continuous coordination with HQ TRADOC.

h. Provide functional support to PMs, PEOs, and MSCs in application of the OBCE automation initiative for assigned weapon systems and materiel programs.

19-9. Missile and Aircraft Systems Branch. The following functions are common to both the Vehicle, Armament, Ammunition, and Support Systems Branch and the Missile and Aircraft Systems Branch:

a. Directs the AMC Cost Estimating Program for applicable weapon systems and materiel programs to include requirements and procedures for developing, tracking, reviewing, and validating cost estimates and studies prepared by AMC MSCs and project managers (PMs).

b. Provides functional support, technical direction, staff assistance, and coordination to the PMs, PEOs, and MSCs in the development of cost analysis documents, where applicable, prior to the Army Systems Acquisition Review Council (ASARC/Defense Acquisition Board (DAB)), DA/AMC IPR; or in support of PPBES.

c. Conducts review of cost estimates for both major and non-major materiel systems subject to HQ AMC management action, e.g., Selected Acquisition Reports (SARs), Unit Cost Reports, Program Status Reports, Program Baselines and Acquisition Plans. Provides support for cost analysis/cost estimating to HQ AMC Mission Area Managers.

d. Analyzes program costs and assures that current program budget documents (such as the Program Objective Memorandum (POM), Budget and Program Resources Review (BPRR), and the President's Budget) are consistent with the latest BCE.

e. Prepares an analysis of the BCE based on comparison with other appropriate estimates and provides the Command Group a recommended AMC position prior to HQDA review.

f. Assures the conduct of cost estimates validations for both major and non-major materiel systems subject to HQ AMC management action. Verifies compliance with AMC Regulation (AMC-R) 37-4, Cost Estimate Control Data Center (CECDC) Activities.

g. Provides technical direction and management to project managers and MSCs in the preparation of cost information for COEAs. Assures that requirements are formulated and met through continuous coordination with HQ TRADOC.

h. Provides functional support to PMs, PEOs, and MSCs in application of the OBCE automation initiative for assigned weapon systems and materiel programs.

19-10. Methodology and Data Branch. The functions of the Methodology and Data Branch are to--

a. Develop, review, coordinate, and disseminate policy and procedures for the AMC Cost Analysis Program.

b. Provide and maintain AMC policy and direction for economic analysis concepts, principles, and procedures.

c. Prepare, assess, and maintain policy and procedures for validation of cost estimates and documents by MSC CECDC activities, AMC-R 37-4.

d. Direct, coordinate, and review development and implementation of the OBCE system for Command-wide cost analysis activities.

e. Review, coordinate, and monitor efforts pertaining to cost/economic analysis research, methodology, models, and data.

f. Act as AMC focal point for inflation guidance and control; publish and disseminate guidance for Command-wide application.

g. Evaluate, advise, and provide assistance on cost/economic analysis products, reports, and related documents submitted for technical review.

h. Plan and coordinate the annual AMC cost analysis chief's meeting. Act as AMC focal point for the annual DOD Cost Analysis Symposium.

i. Perform review of MSC cost/economic analysis activities; monitor mission and functions, personnel assets, and workload.

j. Sponsor and provide technical evaluation support for the AMC Cost Analysis Award.

k. Serve as AMC proponent and coordinates training requirements for the U.S. Army Logistics Management College (ALMC), Cost Analysis for Decision Making Course. Act as an AMC POC for cost/economic analysis training and career development activities.

19-11. Contract Cost Performance Division. The mission of the Contract Cost Performance Division is to--

a. Implement AR 37-200, SAIMS, and AMC-R 715-2, Cost Schedule Control and Information Systems for Use in the Acquisition Process.

b. Establish policies and procedures to direct, control, coordinate, and supervise AMC implementation of the DOD SAIMS and its subsystems (less reports prepared by PMs to provide for contractor cost/schedule performance measurement, reporting, analysis, and review.

c. Ensure proper review of contractor management control systems in-plant for compliance with the DOD cost/schedule control systems criteria (C/SCSC).

d. Ensure acquisition of proper contract cost data (and related information), its analysis, and dissemination of the analysis to the Deputy Commanding General for Research, Development, and Acquisition; PMs; and others who need it.

e. Serve as the DA focal point for OSD/interservice implementation of C/SCSC and other elements of SAIMS.

f. Serve as the Army member of the Performance Measurement Joint Executive Group.

g. Serve as the Army proponent for SAIMS joint guidance and publications within areas of DA focal point responsibility.

19-12. C/SCSC Review Branch. The functions of the C/SCSC Review Branch are to--

a. Develop, establish, prescribe, and staff supervise AMC policies and procedures related to SAIMS, to the implementation of C/SCSC, and to the reviews of contractor cost/schedule control systems.

b. Determine and schedule requirements for AMC implementation of the DOD C/SCSC and review of contractor cost/schedule control systems.

c. Staff supervise MSC and PM implementation of contract cost/schedule performance measurement requirements.

d. Staff supervise, provide technical direction, and participate in the reviews of those contractor (and in-house) management control systems that are required to comply with the DOD C/SCSC.

e. Conduct staff assistance visits at MSCs, PM offices, and contractor plants to provide guidance and assistance, and to determine status of SAIMS and C/SCSC implementation.

f. Review selected acquisition plans, solicitations, and contracts to ensure that they contain appropriate contract cost performance measurement and reporting requirements.

g. Provide DA and AMC representation, as required, on OSD, triservice, joint logistics commands, and DOD-industry committees and groups concerned with SAIMS and its subsystem, and provide liaison and coordination with HQDA, OSD, other military departments, Defense Logistics Agency (DLA), Defense Contract Audit Agency (DCAA), the AMC MSCs, and industry.

h. Review, evaluate, and monitor the content of the U.S. Army Management Engineering College, Air Force Institute of Technology, and Defense Systems Management College C/SCSC related courses, and controls the selection of Army attendees at these courses.

i. Coordinate the selection and training of personnel for C/SCSC review teams.

19-13. Contract Performance Analysis Branch. The functions of the Contract Performance Analysis Branch are to--

a. Analyze contract cost performance data and provide the command group with independent assessment of the validity of the estimates of cost-at-completion of major AMC acquisition contracts.

b. Analyze the contract cost and related data in cost performance reports (CPRs), SARs, Defense Acquisition Executive Summary (DAES) reports, UCRs, command reviews, and program status reports (PSRs).

c. Develop, establish, prescribe, and staff supervise AMC policies and procedures for analysis of contractor (and in-house activity) acquisition costs, to include CPRs and cost/schedule status reports (C/SSRs). Monitor proper application of contractor cost data reporting (CCDR) and contract funds status reports (CFSRs) in solicitations and contracts.

d. Provide guidance to PMs and MSCs on the effective analysis and use of contractor cost performance data, and provide the results of the monthly analyses.

e. Improve the utilization of automation in support of SAIMS.

19-14. Programs and Projects Office.

a. Mission. The mission of the Programs and Projects Office is to provide effective management support for the overall operations of the DCSRM through the analysis of resource management policy and operational programs, the on-site evaluation of the effectiveness of field resource management counterpart organizations, and the planning and implementation of resource management workshops, courses, and briefings.

b. Functions.

(1) Management analysis. The functions of the Programs and Projects Office pertaining to management analysis are to--

(a) Conduct studies and analyses of AMC resource management concepts, doctrines, policies, and processes to improve the effectiveness of AMC-wide and internal HQ AMC DCSRM resource management, either through adaptation or synthesis of existing techniques such as functional, organizational, manpower, or productivity analysis.

(b) Analyze missions and functions, organizational changes, realignment proposals, and associated documentation of AMC subordinate activities' resource management elements.

(c) Provide policy guidance, recommendations, and assistance to the DCSRM and the staff in developing valid and accurate management indicators that will best measure how effectively and efficiently they are accomplishing the DCSRM functions.

(2) Implement the DCSRM Policy Compliance Review Program according to AMC-R 11-45 and implement the AMC Resource Management Evaluation Survey (RMES) Program involving cyclic, on-site management surveys of the resource management elements of AMC subordinate activities that provide the DCSRM AMC subordinate activity commanders with independent assessments of their principal resource management strengths and weaknesses; proponent of AMC-R 5-12, Resource Management Evaluation Surveys. These functions are to--

(a) Review subordinate activities mission assignments, functional alignments, concepts of operation, organizational structures, required and authorized resource levels, and administrative systems and processes to determine the extent to which the mission, management and support levels of the activity are effective and in consonance with the level of AMC emphasis on such programs.

(b) Evaluate management issues and problems identified by the RMES and recommend effective corrective action.

(3) Design, develop and conduct the Resource Management Executive Workshop (RMEW), a DCSRM-sponsored and taught course providing select, senior Army civilian and military non-financial executives with an indepth overview of the total AMC resource management and financial arena.

(4) Coordinate, within the DCSRM, the development of integrated positions on various externally-generated staff actions that require consolidation of input from other divisions and offices. These include, but are not limited to, preparation of DCSRM point papers for quarterly Army and AMC commanders' conferences, trip papers for the CG's visits to AMC activities, and DCSRM significant accomplishments for the CG letter to the Army Chief of Staff, etc.

(5) Manage and conduct the DCSRM Internal Controls Program, including conducting periodic vulnerability assessments and internal

control reviews, identifying and monitoring DCSRM internal control weaknesses for corrective action, and preparing and submitting the DCSRM Annual Assurance Statement to the CG, AMC.

(6) Manage and conduct the DCSRM Review and Analysis (R&A) Program which involves the measurement of progress toward quantitative objectives. Direct the preparation and presentation of special internal DCSRM management performance evaluations, requiring data analysis, selection of performance indicators, identification of performance trends, and measurement of actual progress toward objectives.

(7) Construct, develop, and monitor long- and mid-range managerial goals and objectives relative to the AMC-wide resource management mission and translate them into the DCSRM financial management initiatives and the AMC CG's goals by ensuring a clear definition of organizational responsibility and accountability; linkages with resource priorities and individual performance standards; and relevant, well-defined objectives to facilitate reporting and identifying progress.

(8) Develop, prepare, and maintain resource management briefings, speeches, testimony or presentations, including both text and graphic aids for the DCSRM/ADCSRM's presentation to the CG AMC; HQDA, and DOD staff; Congress; and other civilian and military audiences.

(9) Research, analyze, and prepare the quarterly Resource Data Book, an analysis of AMC's obligation performance for all appropriations/funds.

19-15. Budget Division. The mission of the Budget Division is to formulate, defend, and execute the total program and budget for OMA, OMAR, MAP/GA, International Military Education and Training (IMET), Foreign Military Sales (FMS) Administration, and AIF.

19-16. Resource Analysis Branch. The functions of the Resource Analysis Branch are to--

a. Develop programs and requirements for assigned major programs, subprograms, and functional areas during program and budget development.

b. Review and evaluate OMA portion of program budget guidance/funding authorization document (PBG/FAD) received from DA for program, budget, and execution years. Review and evaluate OMA impact of OSD program budget decisions (PBDs) and prepare/present reclamas. Identify inclusions/exclusions in DA OMA PBG (pay raise, inflation, AIF rate stabilization, etc.) for AIF/OMA interface analysis.

c. Develop and provide control data for initial and subsequent revisions to the AMC PBG for budget, program, and execution years relating to OMA funds for mission and base operations programs.

d. Disseminate OMA PBG to AMC program/program element (PE) directors for mission and base operations program, for program, budget, and execution years. Coordinate and evaluate resource guidance with AMC program directors prior to dissemination.

e. Review and coordinate with OMA budget program directors and AMCRM-M for manpower and all budgetary and financial actions involving OMA programs.

f. Serve as program director for PE 728012 overall base operations and overall program 2.

g. Provide the logic and recommend distribution of OMA PBG funding document changes such as pay raises and inflation rates to the division prioritization team (branch and division chiefs).

h. Provide all OMA program/sub-program rollups, analysis, reprogrammings.

i. Monitor/control all statutory or administrative limitations/ceilings/floors.

j. Review and evaluate DA program and budget guidance for the FMS administrative fee, OMAR, MAP/GA, and IMET. Develop AMC budget policy and directives for dissemination to the field.

k. Supervise/prepare and consolidate IMET, FMS, OMAR, MAP/GA budgets and budget revisions for submission to DA. Conduct R&As to make sure execution of program is within program limitations. Prepare reprogramming actions, as required.

l. Perform fund control techniques for FMS, OMAR, MAP/GA, IMET, and OMA. Process program budget guidance, updates/changes, and effect changes to FADs. Prepare necessary changes to FADs and ensure issuance is completed by AMCRM-FO. Ensure on a daily basis that there are no violations of 31 U.S. Code (USC) 151. Conduct frequent reconciliation of fund control ledgers to ensure agreement with AMCRM-FO ledgers.

m. Control and reprogram fund availability. Develop controls related to parameters that must be met as a result of Congressional mandates and DA-directed limitations. These include, but are not limited to, personnel cost limits, travel targets, and maintenance and repair floors.

n. Maintain liaison and coordinate with appropriate offices, subordinate commands, other DOD agencies, plus overseas components for all financial requirements.

o. Provide financial services for AMC-wide programs such as long-term training, executive development, base operations, and Army/Air Force Exchange System (AAFES) management fees.

p. Adjust and accommodate financial actions for compatibility and validity among various accounting systems.

q. Administer the financial control of the highly visible and limited contingency funds of the Secretary of the Army to include research, documentation, and disbursement.

r. Prepare instructions for the BPRR and submission of the PARR and command operating budget (COB).

s. Lead the development, review, and defense of the OMA resource requirements for the budget years and produce the COB in support of the Army, OSD, and President's budgets.

t. Lead the development, review, and defense of the OMA resource requirements for the program years and produce the PARR/modernization resource information submission (MRIS) in support of the POM.

u. Prepare and present data to the RAC on the overall AMC PARR and COB.

v. Prepare and present data to the RAC as necessary on execution of the OMA appropriation.

w. Program/present and justify approved OMA budgets for mission and base operations programs to higher authority.

x. Serve as the AMC POC for all OMA-wide program, budget, formulation, and execution actions.

y. Perform all of the above functions for the AMC force modernization program that is programmed, budgeted, and executed as if it were a separate appropriation.

z. Manage the total package/unit materiel fielding program.

19-17. Command Analysis Branch. The functions of the Command Analysis Branch are to--

a. Develop programs and requirements for assigned commands during program and budget development and execution.

b. Develop and implement AIF actions for program/budget formulation and execution, and appropriate interface with OMA and other AIF customers. Deal with AIF field commands, AMC staff, DA/OSD, and others on AIF matters. Develop/review/analyze AMC Command separate reporting activity (SRA) segments of all OMA program/budget formulation and execution submissions/actions. Deal exclusively with AMC commands/SRAs on all budget matters and maintain close continuous liaison during execution and interfaces as necessary with AMC staff elements.

c. Review and evaluate AIF budget guidance received from DA. Develop AMC directives and guidance relative to field preparation of the annual AIF budgets, AIF internal operating budgets, and all other AIF resource management processes. Provide specific AIF/customer interface guidance and analysis in all program, budget, and execution year exercises.

d. Supervise/provide activity group and consolidated AIF budgets and budget revisions. Present and justify approved AIF budgets, budget revisions, and other financial data to higher authorities including DA, OSD, Office of Management and Budget (OMB), and occasionally Congress. Review, analyze, and evaluate OSD PBD 401 and other PBDs with AIF implications. Prepare and present reclamas as necessary and assure relevant AIF cost, revenue rate, and policy guidance are clear and adhered to.

e. Establish and issue requirements for selected AIF management data for AMC managerial use.

f. Participate in studies relative to AIF applicability/extension, either logistically or geographically.

g. Review, analyze, evaluate AIF financial statements/management records, and advise the command group and other interested staff elements of significant findings.

h. Perform quantitative analysis, trend analysis, and other statistical techniques to evaluate command/installation resource requirements.

i. Provide the AMC POC for all AIF and OMA program, budget and execution actions for AMCCOM, DESCOM, MICOM, AVSCOM, TACOM, TROSCOM, TECOM, CECOM, LABCOM, and SRAs.

j. Prepare command input to all OMA program, budget, execution, submissions or actions.

k. Review, analyze, and evaluate BPRR submissions; prioritize OMA unfinanced requirements; ensure BPRR submission balances to control.

l. Conduct periodic reviews to include prioritization of OMA unfinanced requirements; ensures Report Control Symbol (RCS) 159 report, resource management report, balances to control.

m. Monitor OMA field execution on a day-to-day basis.

n. Respond to all command communications pertaining to OMA program/budget execution problems.

o. Develop OMA obligation plan.

p. Perform special analysis.

q. Prepare PBG for program/budget and execution years.

r. Present recommendations on funding levels, limitations, prioritized unfinanced requirements, and other data for PARR/COB and execution years to the division prioritization team (branch and division chiefs).

s. Lead the development of OMA execution reviews and presentation of data to RAC as necessary.

t. Lead the development and execution of OMA year-end closing procedures.

u. Perform AIF Cash Management. Issue required accounting guidance on handling of pass-throughs and AIF financial statements.

v. Analyze appropriation bill hearings from the standpoint of budget defense, and make appropriate distribution; provide responses to DA for Congressional budget inquiries.

19-18. Finance and Accounting (F&A) Division. The mission of the F&A Division is to--

a. Manage the AMC F&A network.

b. Establish and maintain supportive F&A activities within the command.

c. Develop, issue, and clarify financial accounting, entitlement policies, and procedures applicable to the command.

d. Consolidate, validate, and review AMC requirements for financial control and reporting systems.

e. Perform budget execution review and analysis of current and prior year fund programs across all appropriations.

f. Maintain administrative control and surveillance over funds received and distributed internally within AMC.

g. Accomplish major Army command (MACOM)-level financial accounting and reporting for the command.

h. Provide program direction and supervisory review to Single Accounts Office located at TOAD and assigned to Central Systems Design Activity (CSDA) East.

i. Manage AMC accountant career program and other training and development requirements for AMC F&A personnel.

19-19. Financial Operations Branch. The functions of the Financial Operations Branch are to--

a. Maintain control of all funds issued to AMC by DA, operate AMC's Special Operating Agency ((SOA) 600) and General Operating Agency ((GOA) 6A) and provide the accounting controls necessary to ensure proper receipt and distribution of funding authorization and allowance documents.

b. Perform reconciliation of fund balances with U.S. Army Finance and Accounting Center (USAFAC).

c. Serve as customer order point for AMC GOA to include processing reimbursable orders for the Procurement Appropriations.

d. Direct the processing of alleged violations of AR 37-20, Administrative Control of Appropriated Funds, and 31 USC 1517.

e. Develop and issue financial reporting procedures and instructions (all appropriations).

f. Monitor financial report accuracy and timeliness from all reporting stations and works closely with DA (USAFAC) to ensure compliance with all reporting requirements by these activities.

g. Control all financial reporting and provide staff supervision over the AMC accounts offices. Maintain close surveillance and perform computer real-time access monitoring of the Army Procurement Appropriation Management and Reporting System (APARS) input and output at the AMC CDSA-East.

h. Direct and perform monthly, quarterly, and fiscal year comprehensive analysis of financial data to ensure compliance with current regulatory requirements of USAFAC, DA, OSD, Treasury, GAO, and AMC.

i. Serve as the central repository for all AMC historical financial data. Serve as database administrator for automated records.

j. Promulgate policy and procedures and monitor for inventory reporting and monitor the reports.

k. Develop and promulgate policy and guidance to field activities, establish calendar of events on reporting requirement for obligation and contract awards, and prepare monthly obligation plans.

l. Direct and monitor transmission, collection, and consolidation of daily, monthly, and annual obligation plans, flash obligation data, Congressional award notifications, and slippage analysis. Take action to improve mechanized data transmission for real-time reporting, financial, and trend analysis, and identify areas for changes or improvement.

m. Conduct in-process review (IPR) and field visits; direct and improve transmission and collection of obligation plans, actual obligations, contract awards, narrative explanations of slippages, etc.

n. Automate and improve accuracy and timeliness in reporting of obligation data. Improve mechanized data submission for real-time reporting and use of electronic mail for program releases. Improve financial analysis and increases use of trend analysis to identify to management areas of opportunity for change or for improvement.

o. Establish, manage, and maintain control of the expired procurement appropriations to assure financial solvency for the 4th and 5th year operations. These actions also cover reserves for contingent liabilities and management of unobligated balances for each procurement appropriation.

p. Provide technical supervision for the F&A Office, Aberdeen Proving Ground, MD, in the operation of a working group cashier for HQ AMC. This cashier provides travel advances and local travel payments.

q. Monitor the Financial Management Improvement Program (FMIP) to include goals established by DA. Perform assistance to reporting activities to include visits when necessary to clean up problem areas, especially with old outstanding transactions for other (TFO)/transactions by other (TBO)/interfund (IF) transactions.

19-20. Policy and Procedures Branch. The functions of the Policy and Procedures Branch are to--

a. Develop and issue accounting policy and procedures necessary to satisfy requirements established by higher headquarters or to meet internal AMC management needs. Determine and establish funding channels, policies and procedures for the distribution and control of funds.

b. Develop and issue AIF, Army Stock Fund (ASF), and Conventional Ammunition Working Capital Fund (CAWCF) accounting policy and procedures necessary to satisfy requirements established by higher headquarters or to meet internal AMC management needs. Scope of effort includes cash management (including cash distribution/redistribution) and financial reporting of the ASF.

c. Direct, develop, and issue cost accounting policy and procedures for appropriation/industrially funded installations and activities, including job order, process, service, or functional costing.

d. Develop and issue financial policy and procedures to account for and control all property subject to financial inventory accounting and reporting requirements.

e. Develop and issue accounting policy and procedures applicable to the AMC Central Accounting Office (CAO). Act as approval authority for Non-Appropriated Fund Instrumentality (NAFI) fund equity adjustment requests, and serve as a member of the NAF/CAO council.

f. Provide policy and procedures addressing all financially riented issues that arise during the development and execution of the security assistance program (including Special Defense Acquisition Fund (SDAF) actions impacting on AMC). Interpret and implement OSD/Office of the Assistant Secretary of the Army for Financial Management (OASA(FM)) financial policy and procedures for the Army Security Assistance (SA) Program. Request systems changes to accommodate program budget and accounting system (PBAS) and OSD FMS accounting and billing system (FABS). Clarify MSC's role in Army Central Case Management of Army SA Program and maintenance of the customer order control point (COCP). Develop/implement customer order pricing policy.

g. Instruct and guide accounting systems managers and accounting entities on reporting of their accounting systems (RCS CSCOA-17), as required by the Federal Managers' Financial Integrity Act. Establish milestones and consolidate AMC reports for submission to the ASA(FM). Develop, maintain, and monitor a system of internal controls to--

(1) Implement internal control review checklists that are published by functional proponents.

(2) Ensure that the internal control program is operating in all subordinate commands and activities.

(3) Establish administrative procedures to enforce the intended functioning of internal controls.

(4) Identify area where additions and reductions to existing controls are needed.

(5) Expand prescribed checklists by issuing supplements as necessary.

(6) Provide support for the AMC Commander's annual statement on the adequacy of internal controls.

h. Establish and direct the AMC F&A Assistance Program. Develop and maintain station profile information that can be used to effectively assess the AMC F&A network.

i. Provide guidance, interpret requirements, and establish milestones for AMC operating accounting systems review as required by the Federal Managers' Financial Integrity Act. Monitor and consolidate annual report on systems review (RCS CSCOA-118) and prepare AMC reports submission to ACOA.

j. Serve as the division control point for all audit/inspection reports to F&A. Review and/or develop command position on all findings/recommendations impacting on finance and accounting responsibilities.

k. Serve as the HQ AMC central control point for the release of year-end/year-beginning instructions routed to subordinate commands/activities.

l. Review interservice and intraservice agreements for compliance with established policy and provides recommendation for approval/disapproval.

m. Gather pertinent information and provide DLA with accounting classifications for the transportation/movement of AMC materiel.

n. Establish billing policies and procedures for inter/intra-Government, intra-defense, and intra-Army transactions.

o. Develop, maintain, and conduct training courses designed to provide AMC accountants with the specialized knowledge and skills necessary to effectively address and resolve AMC-unique situations that may be encountered in the performance of assigned duties.

p. Develop and issue policy and procedures on financial services covering military pay, civilian pay, travel, real estate claims, commercial accounts, disbursing, and other expenditures of public funds. Disseminate policy and procedures received from higher headquarters pertaining to civilian pay and Joint Uniform Military Pay System (JUMPS).

q. Perform command review of entitlement questions pertaining to pay, travel, and other expenditures of public funds.

r. Maintain travel fraud incident database and travel fraud alert network. Monitor Army Charge Card Program.

s. Exercise control over and direct the activation and deactivation of disbursing account. Provide guidance received from higher headquarters to MSCs, installations, and activities on the DA program to control and prevent dishonored checks Administer AR 210-60, Control and Prevention of Abuse of Check-Cashing Privileges.

t. Monitor and provide guidance ,and policy from higher headquarters to ensure that banks on continental United States (CONUS) military installations under AMC jurisdiction are operating within regulatory agency and treasury requirements and AR 210-135. Ensure that credit unions located on military installations under AMC jurisdiction are in compliance with AR 210-24, Credit Unions and DOD Directive 1000.100. Provide guidance as received from higher headquarters.

19-21. Standard Systems Division. The mission of the Standard Systems Division is to--

a. Manage the financial, planning, programming, budgeting, and manpower systems for AMC supporting the resource management functions.

b. Develop and maintain the AMC DCSRM master plan/architecture for automation and standard systems for the field resource management community.

c. Provide advice and assistance to the DCSRM and Resource Management Systems Review Committee (RMSRC) on all actions within the DCSRM community relating to standard systems.

d. Provide system expertise for development/use of information in support of the AMC planning, programming, and budgeting system.

e. Provide input for the COB for DCSRM automation requirements.

f. Provide secretariat support for the RMSRC.

g. Manage the HQ AMC, DCSRM financial, planning, programming, budgeting, and manpower automated systems.

h. Develop automated systems to support HQ AMC, DCSRM functional users.

i. Direct/supervise studies and evaluations of automated resource management support systems to determine operational acceptability and usability within HQ AMC, DCSRM.

j. Maintain and provide user access to an all appropriation resource management data base.

19-22. Revolving and Common Systems Branch. The functions of the Revolving and Common Systems Branch are to--

a. Direct the functional development of automated systems involving finance and accounting functions.

b. Direct the development of automated systems involving manpower management functions.

c. Direct, develop, and supervise studies and evaluations of new resource management systems concepts, policies, and procedures to determine the impact on AMC standard systems including the responsibility to chair committees or special groups to study existing systems or new proposed systems.

d. Establish and maintain functional control over changes to finance, accounting, and manpower applications at AMC systems design agencies.

e. Serve as the interface between the HQ AMC manpower management function, the F&A function and the AMC automation community, including HQ Management Information Systems Division, Automated Logistics Management Systems Activity, Deputy Chief of Staff for Information Management (DCSIM), other system proponents, and PMs.

f. Perform or direct periodic reviews of existing automated financial systems according to the Federal Managers Integrity Act to evaluate internal controls.

g. Establish functional priorities for design of changes to existing systems or the design of new systems.

h. Prepare documentation required by AR 25-1, The Army Information Management Plan, and other life cycle management guidance. Justify hardware and software. Prepare budget estimates.

i. Serve as the proponent for assuring proper systems interface between standard resource management systems and other functional area systems.

19-23. Operations and Investments Systems Branch. The functions of the Operations and Investments Systems Branch are to--

a. Direct the functional development of automated systems involving F&A functions.

b. Direct the functional development of automated systems involving program and budget functions.

c. Direct, develop, and supervise studies and evaluations of new resource management systems concepts, policies, and procedures to determine the impact on AMC standard systems including the responsibilities to chair committees or special groups to study existing systems or proposed systems.

d. Establish and maintain functional control over changes to finance, accounting, program and budgeting applications at AMC systems design agencies.

e. Serve as the interface between the HQ AMC program and budgeting function, the F&A function, and the AMC automation community, including HQ Management Information Systems Activity, DCSIM, other system proponents, and PMs.

f. Perform or direct periodic reviews of existing automated financial systems according to the Federal Managers Integrity Act to evaluate internal controls.

g. Establish functional priorities for design of changes to existing systems or the design of new systems.

h. Prepare documentation required by AR 25-1, The Army Information Management Plan, and other life cycle management guidance. Justify hardware and software, and prepare budget estimates.

i. Serve as the proponent for assuring proper systems interface between standard resource management systems and other functional area systems.

19-24. Management Data Systems Integration Branch. The functions of the Management Data Systems Integration Branch are to--

a. Develop or assist in the development of automated systems to support HQ AMC DCSRM functional users.

b. Ensure HQ AMC DCSRM systems are compatible with AMC standard systems.

c. Evaluate proposed system development efforts and recommend alternative courses of action.

d. Maintain expertise in the use of HQ AMC DCSRM hardware, software, and communication tools.

e. Support resource management studies or analytical efforts.

f. Maintain the AMC Program Resource Management System (PRMS) as a fully integrated all appropriation database for use in the PPBES process.

g. Assist and train functional users of PRMS.

h. Prepare automation instructions to AMC field activities and HQ AMC staff for the BPRR in support of the PARR and the COB efforts.

i. Prepare automated resource data submissions to DA for the PARR, COB, and special requests.

j. Obtain and establish automation interfaces with other agencies to enable HQ AMC DCSRM to use externally developed resource data, i.e., long-range research development and acquisition plan (LRRDAP), DA PBG, and HQDA five-year defense plan (FYDP).

19-25. Automated Systems Operations Branch. The functions of the Automated Systems Operations Branch are to--

a. Maintain and operate the HQ AMC DCSRM classified computer center and information resource center.

b. Acquire, install, maintain, and control hardware, software, and communication tools for use within HQ AMC DCSRM.

c. Conduct training on the use of resource management automation tools for HQ AMC DCSRM functional users.

d. Manage HQ AMC DCSRM automation related contracts.

e. Serve as automated data processing system security officer (ADPSSO) for HQ AMC, DCSRM.

f. Develop policy and procedures/guidance for using and controlling HQ AMC DCSRM ADP resources.

19-26. Program Budget and Funding Policy Division.

a. Mission. The mission of the Program Budget and Funding Policy Division is to--

(1) Develop and maintain effective AMC financial management systems, controls, and procedures in all appropriations.

(2) Lead budgeting and execution across appropriations.

(3) Prepare and disseminate resource management policy and guidance.

(4) Provide guidance on proper charges to appropriated and revolving funds.

(5) Accomplish and coordinate nonrecurring projects, studies, and analyses, as required.

b. Functions. The functions of the Program Budget and Funding Policy division are to--

(1) Lead the AMC effort to develop and institutionalize an AMC PPBES which provides the structure and process for resource decisionmaking. Serve as AMC focal point for Army and DOD PPBES process actions with HQDA and other MACOMs.

(2) Serve as functional manager responsible for command-wide review, analysis, and evaluation of overall base operations and related resources.

(3) Serve as AMC's working level lead and POC for the base support mission area.

(4) Act as appropriation director for all appropriations/funds and lead HQ AMC resource management efforts and actions across appropriations during budgeting and execution.

(5) Provide policy and secretariat support to the RAC for PPBES matters.

(6) Receive and review Army programming and budget documents such as selected program budget committee (PBC) memos, DA PBC, etc; provide analysis to command group and staffs within AMC as appropriate; determine working groups or committees and levels of decision required to evaluate impact of resource guidance; document various group or committee positions; facilitate orderly coordination, consolidation, and preparation of recommended AMC priorities and positions.

(7) Prepare and disseminate the commander's resource management guidance to ensure that command resource programs are consistent with the Command's priorities and policies. Orchestrate total PBG development and dissemination. Lead efforts to ensure the guidance is available for resource decisionmaking throughout the command.

(8) Serve as the focal point within AMC for determining and providing guidance on proper application of appropriated and revolving funds, in compliance with statutory and regulatory provisions and accommodations between Congress and the DOD.

(9) Develop, interpret AIF funding policy, and perform related interfaces with OMA and other AIF customers. Deal with AIF field commands, AMC staff, DA/OSD, and others, as necessary, on AIF policy matters. Participate from a funding policy role in relation to AIF procedures and actions, such as rate stabilization and PBDs.

(10) Provide funding policy, advice, and assistance to HQ AMC staff, AMC subordinate commands, other MACOMs, and HQDA. Analyze regulations and policies of AMC and higher authority and DOD budget decisions to determine their impact on budgeting and funding policies and procedures. Recommend changes and revisions for application within AMC.

(11) Provide expertise in responding to allegations by external audit agencies (e.g., USAAA, GAO) that involve improper application of funds.

(12) Determine and establish programming, budgeting, and funding responsibility for accomplishment of specific functions and activities to ensure that all proposals are consistent with materiel life cycle management principles.

(13) Serve as the focal point and publish guidance within AMC for the Army Management Structure (AR 37-100-FY).

(14) Monitor and recommend changes to the DA structure to ensure that definitions of AMC functions are accurate, complete, consistent with functional processes, and comply with statutes, congressional intent, and DOD guidance/regulations.

(15) Serve as the focal point within AMC for determining propriety of charges to the Secretary of the Army contingency funds for representation purposes (appropriation limitation .0012). Serve as the proponent for the AMC Supplement to AR 37-47, Contingency Funds of the Secretary of the Army.

(16) Serve as focal point within AMCRM for taskings to study/analyze new or evolving situations involving one or more appropriations; recommend/initiate action to satisfy needs.

(17) Develop and coordinate the resource management portion of the mobilization plan, continuity of operations plan, and other operations, contingency, and emergency plans, as required.

(18) Provide guidance to the field and/or develop, review, and submit cost estimates to HQDA for same; serve as DCSRM focal point for JCS and Army exercises for financial resources.

(19) Coordinate funding and financial management actions involving reserve components.

(20) Serve as the focal point within DCSRM for review of inter- and/or intra-service support agreements (ISSAs), memoranda of agreement (MOAs), memoranda of understanding (MOUs), and letters of instruction (LOIs) to validate propriety of budgeting and funding provisions.

(21) Plan and coordinate resource aspects of reorganizations, mission transfers, and base closures with HQ AMC staff and field agencies; prepare guidance to the field on each requirement; review and recommend appropriate action on each concept and implementation plan; participate in tracking execution and savings and reporting results to the command group.

(22) Prepare miscellaneous one-time and recurring reports on Congressional deliberations and actions that affect AMC resources and other special data/reports, as required.

(23) Provide centralized resource management oversight, point of expertise and control for special studies, programs, projects, and activities (AMC-R 380-6). Plan, organize, direct, coordinate, and train the DCSRM crisis management team (CMT). Prepare special policies, procedures, and staffing requirements to provide budget, accounting, and manpower resources for AMC execution of mobilization plans (MOBPLANS), operation plans (OPPLANS), logistic plans (LOGPLANS), contingency plans (CONPLANS), and other crisis, emergencies, mobilization, or exercise-related actions regarding these plans or operations.

19-27. Force Development Division. The mission of the Force Development Division is to--

a. Direct the military and civilian manpower program for AMC to include manpower planning, requirements determination, programming, budgeting, allocating, documenting, and utilization.

b. Manage PE 722898, Army Management Headquarters Activity (AMHA), consisting of HQ AMC, MSC HQ designated as AMHA, and staff support activities.

c. Manage PE 722896.N, Base Operations--Administration, for applicable MSCs and activities.

d. Provide the career program manager for the Army civilian career program for manpower and force management (CP26) in AMC.

e. Exercise operational and technical control over the application of manpower staffing standards and models developed under the MS-3 program in AMC.

19-28. Manpower Programs and Allocations Branch. The functions of the Manpower Programs and Allocations Branch are to--

a. Develop, provide, and maintain policy, programs, and guidance for the establishment, review, evaluation, and control of AMC military and civilian manpower resource management programs.

b. Evaluate field manpower resource management programs for effectiveness and compliance with AMC on policy, programs, and guidance.

c. Evaluate military and civilian manpower resource needs of AMC commands and activities against assigned missions, programmed objectives, and related information, and identify such military and civilian manpower resource needs to HQDA.

d. Manage the command's responsibility for total Army analysis (TAA), force integration analysis (FIA), and force structuring by developing, processing and presenting AMC's position on such matters. Represent the division on force structure/force management matters pertaining to POM development and The Army Plan.

e. Develop and provide to higher authority statements concerning the impact of inadequate manpower ceilings (shortages) and manpower reductions on the capability of AMC to accomplish assigned missions and workload.

f. Provide membership to the Junior RAC POC and PBD POC for the Force Development Division.

g. Develop manpower guidance and instructions for use by AMC commands and activities in the development and preparation of BPRR documents. Analyze field submissions and approve manpower programs.

h. Establish manpower programs and approve the manpower portions of the AMC PARR, COB, the AIF budgets, and annual reports submitted to HQDA.

i. Analyze and implement the HQDA PBG document.

j. Determine priority requirements and distribute total AMC manpower authorizations.

k. Develop and maintain appendix B (Quantitative Manpower Authorizations) and chapter 3 (Narrative Manpower Guidance) of the AMC PBG.

l. Analyze, coordinate, and approve program change reports (PCRs) the AMC commands submit on manpower reprogramming actions and implement changes in AMC PBG.

m. Develop the AMC command plan; review and approve troop lists and TDA manpower authorization data submitted by the commands and activities.

n. Manage PEs 722898 (AMHA) and 722896.N (Base Operations--Administration).

o. Issue and control military and civilian manpower ceilings for AMHA.

p. Manage and account for the distribution of military and civilian manpower spaces associated with Program 3I (Intelligence), FMS staffing, and the commercial activities (CA) program.

q. Manage and account for the number of military and civilian personnel authorized with permanent duty station outside CONUS (OCONUS) and in the National Capital Region (NCR).

r. Manage officer grades to ensure adherence to the command grade ceiling (CGC). Manage officer, warrant officer, and enlisted space authorizations.

s. In coordination with AMC-Europe, manage, coordinate, and review AMC European Troop Strength (ETS) military ceilings to ensure adherence to Congressional; HQDA; and Commander-in-Chief, United States Army, Europe (USCINCUSAREUR) guidance and limits.

t. Develop and manage monthly civilian employment levels (CELs), workyears (WYs), and annual financial targets (AFTs), as well as the year-end civilian employment estimate (CEE). Manage and account for civilian strength based on monthly reports of execution.

u. Manage and control overhire and hiring limitation programs and provide manpower authorization data services and audit trails.

v. Develop and provide AMC direction on manpower reporting. Prepare and consolidate recurring and nonrecurring manpower reports and performs statistical analyses.

w. Establish policy, procedures, and standards for the Force Development Division (FDD) portion of the DCSRM R&A.

19-29. Requirements and Utilization Branch. The functions of the Requirements and Utilization Branch are to--

a. Serve as focal point for analysis and evaluation of military and civilian manpower management policies and procedures as documented in AR 570-4, Manpower Management. Develop, publish, and maintain the AMC Supplement to AR 570-4, providing guidance on manpower management throughout AMC.

b. Manage military position structure to ensure military career progression and optimum key and supporting positions in support of officer and enlisted special career programs within overall AMC military/civilian staffing policies. Exercise HQ AMC staff responsibility and liaison with HQDA for military and civilian conversions. Resolve staffing differences regarding military or civilian incumbency, and establish or change to warrant officer positions, HQDA controlled officer positions, space imbalanced military occupational specialty (MOS) (SIMOS)/rotation base positions, paid parachute positions, and club management positions.

c. Review, process, and exercise AMC staff responsibility for and liaison with DA on matters pertaining to military aviation manpower actions to include operational flying designations; military and civilian conversions; and the establishment and changes to officer, warrant officer and enlisted (aviation related) TDA positions.

d. Plan and conduct manpower management studies relating to new or existing manpower management systems, organizational models, operating policies, procedures, and methods.

e. Develop manpower management plans to carry out DA- and AMC-directed programs and projects, and manage those programs/projects that encompass multiple functions (branches) within the division.

f. Analyze significant actions, studies, projects, and draft regulations for impact on manpower utilization; develop the division, DCSRM, and/or AMC position ensuring proper or improved utilization of manpower throughout the command. Coordinate closely with HQDA and AMC subordinate commands to resolve manpower utilization problems.

g. Develop policies and procedures for validating and controlling the use of civilian overtime in AMC. Revise and interpret, as required, AMC-R 616-4, Overtime for Civilian Employees. Issue guidance to the field based on changes to overtime policy as required by HQ AMC or HQDA.

h. Manage unprogrammed (near-term) manpower authorization needs and processes out-of-cycle manpower requests to HQDA.

i. Evaluate IG, USAAA, GOA, and other reports regarding manpower utilization and prepares division, DCSRM, and AMC positions, as appropriate.

j. Analyze AMC Army Authorization Documents System (TAADS) documents, as required, to ensure compliance with established manpower utilization policies and procedures regarding position changes to recommend changes in staffing policies or criteria, to ensure implementation of survey results, and to ensure validation of changes to manpower requirements.

k. Conduct/evaluate manpower management studies with regard to improving manpower utilization policies and procedures. Implement approved recommendations and monitors results, as required, to ensure adherence to new or revised policies and procedures.

l. Serve as agent and office of record for administering the AMC manpower and force management civilian career program (CP26).

m. Perform the following functions to determine/validate manpower requirements:

(1) Verification of activity work counts used to determine manpower requirements under MS-3 staffing standards and models.

(2) Conduction of formal manpower surveys/studies of MSC HQ, SRAs, depots, and PMs reporting to HQ AMC.

(3) Assistance in formal manpower surveys/studies of other AMC, DA, and DOD activities as directed.

(4) Requests to establish new manpower requirements for MSC HQ, SRAs, depots, and PMs reporting to HQ AMC, e.g., AMC LOG 21, MADP, etc.

n. Ensure compliance with manpower requirements determination policies by reviewing and monitoring manpower surveys and by conducting/assisting in resource management program evaluations.

o. Evaluate/coordinate AMC action on manpower requirements determination methodologies/techniques.

p. Serve as the focal point within the DCSRM for manpower mobilization planning and within the Force Development Division for strategic long-range planning and mobilization requirements model (MOBREM)/mobilization requirements and planning system (MOBREPS). Develop, implement, and monitor for compliance with Army/AMC manpower plans, regulation and directives to meet peacetime readiness and mobilization requirements for partial and/or full mobilization of the Army.

q. Develop and recommend AMC manpower mobilization and readiness policy and procedural guidance. 'Provide staff assistance and direction for all elements of AMC for the preparation of manpower and emergency plans.

r. Provide mobilization and readiness policy on all manpower matters to the AMC mobilization working group. Also, provide division representation to the mobilization working group, as required.

s. Monitor the staffing guide for U.S. Army depots and evaluates any changes thereto. Analyze and recommend appropriate action on proposed or revised DA staffing guides and/or related matters.

t. Exercise technical control over the application of manpower staffing standards developed under the MS-3 Program in AMC. Exercise operational control of the Staffing Standards Application Division (an element of AMCMEA), Huntsville, AL.

u. Coordinate program evaluations of MSC force development activities either independently or as part of an overall resource management evaluation program.

19-30. TAADS Management Branch. The functions of the TAADS Management Branch are to--

a. Establish and maintain the unit status and identity reporting system (UNITREP) within AMC.

(1) Develop and publish AMC policy and procedures to supplement JCS Pub 6, Joint Reporting Structure (U) (JRS) Volume II Joint Reports PART 2 Unit Status and Identity Report (UNITREP), April 80, and AR 310-49, TAADS, RCS CSGPO-375.

(2) Establish and monitor the AMC unit identification code information officer (UICIO) management structure.

(3) Issue and register unit identification code (UIC) and derivative UICs (DUICs).

(4) Collect and process changes to UIC/DUIC basic identity data elements (BIDE).

(5) Provide UNITREP/TAADS automated bulletin board (UTABBS) service for distributing unit registration data.

(6) Publish permanent orders announcing unit establishment, reorganization/restructure, and discontinuance actions.

(7) Maintain and publish lists of units authorized to use address indicator groups 865 and 11604.

b. Manage TAADS within AMC.

(1) Publish TAADS peacetime and mobilization schedules for submission of input change packages to update TDA/Mobilization Table of Organization and Equipment (MTOE)/Mobilization TDA (MOBTDA).

(2) Forward input change packages to selected HQ AMC staff elements for comment/concurrence, and resolve issues.

(3) Complete input change package (TDA/MTOE/MOBTDA) review/analysis.

(4) Submit input change package to HQDA according to management of change (MOC) and document modernization (DOCMOD) requirements.

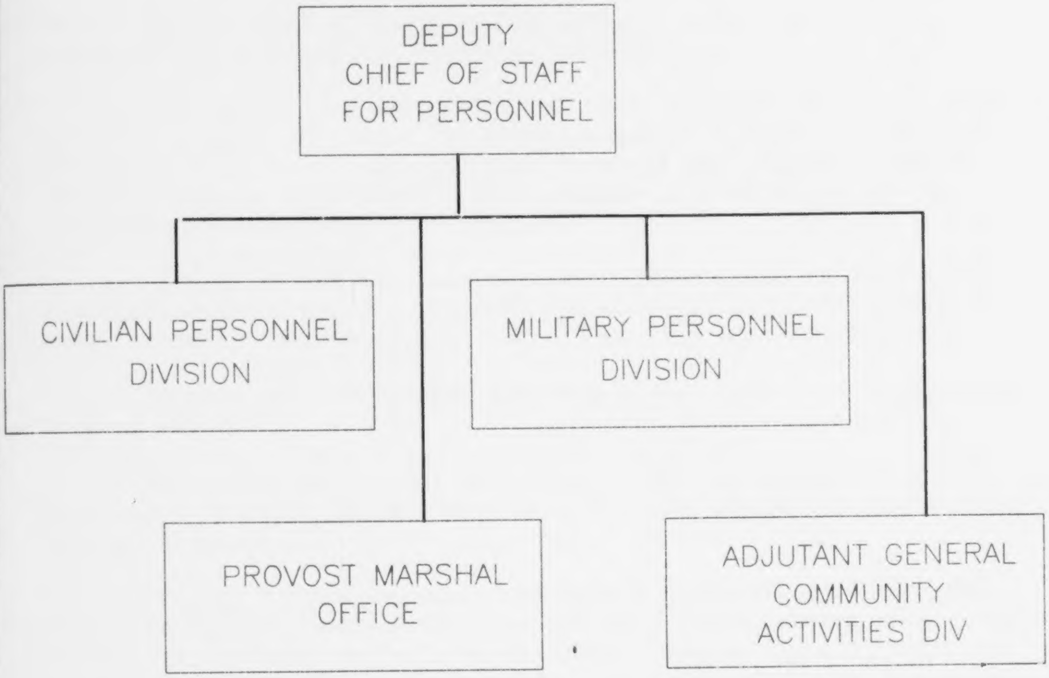
(5) Coordinate automated support processing requirements with supporting DA and AMC ADP personnel.

c. Support unit establishment, reorganization/restructure, and discontinuance action.

d. Provide databases and extracts to support organization structure and manpower management studies and command decisions.

CHAPTER 20

DEPUTY CHIEF OF STAFF FOR PERSONNEL


DEPUTY CHIEF OF STAFF FOR PERSONNEL
CIVILIAN PERSONNEL DIVISION
MILITARY PERSONNEL DIVISION
PROVOST MARSHAL OFFICE
ADJUTANT GENERAL COMMUNITY ACTIVITIES DIV

CHAPTER 20

DEPUTY CHIEF OF STAFF FOR PERSONNEL

20-1. Deputy Chief of Staff for Personnel. The mission of the Deputy Chief of Staff for Personnel (DCSPER) is to--

a. Advise the Commanding General (CG), Headquarters, U.S. Army Materiel Command (HQ AMC), the Deputy Commanding Generals, and the AMC staff on military and civilian personnel management, physical security and law enforcement, morale support activities, and the Army Community Services (ACS) Program.

b. Establish and maintain policies and programs to meet specialized needs of AMC for military and civilian personnel management, training, morale support activities, and the ACS Program.

c. Direct the AMC Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

d. Exercise operational control over the U.S. Army Logistics Management College (USALMC) and the U.S. Army Management Engineering College (USAMEC).

e. Manage budget programs (Operations Maintenance, Army (OMA); Other Procurement, Army (OPA); and Military Construction, Army (MCA) funds), or portions thereof, as follows: Program Element (PE) 722898 (Command) Office of the DCSPER (ODCSPER) operating funds and Corporate Fitness Center; PE 722896.S (Community and Morale Support Activities); .G (Personnel Support) and .T (Preservation of Order); PE 810000 Training; PE 814731 (General Skills Training) (USAMEC, USALMC, U.S. Army School of Engineering and Logistics, U.S. Army School of Military Packaging Technology, U.S. Army Defense Ammunition Center and School (USADACS) and support of the Air Defense Target Program); PE 814771 (Support of the training establishment) (travel and per diem of military personnel for training); PE 814723 (Senior Reserve Officer Training Corps); PE 814751 (Defense Systems Management College); PE 814772 (Training development (course development); PE 815790 (Training audio-visual support (includes DA films produced by the U.S. Army Test and Evaluation Command); PE 818612 (automatic data processing (ADP) support for AMC schools) PE 819731 (Contractor Logistic Support (CLS) for operation and maintenance of system and non-system training devices/simulators at the U.S. Army Training Doctrine Command (TRADOC) and other installations); PE 878751 (Civilian education systems (includes Department of the Army (DA) interns, facility engineering apprenticeship program, and long- and short-term training); and PE 879732 (Army Continuing Education System (ACES); monitor segments of Program 7S pertaining to civilian student temporary duty (TDY) to AMC schools, and manage DA funds for law enforcement, crime prevention, and force protection (OMA; OPA; research, development, test and evaluation (RDTE) and MCA).

f. Act as resource strategy proponents for all funding programs in the manning and training functional areas. Defend AMC resources in these programs at the DA level.

g. Provide training and manning input to both AMC and DA planning and reporting documents such as review and analysis (R&A), Army long-range planning guidance, and mobilization and emergency plans.

20-2. Civilian Personnel Division. The mission of the Civilian Personnel Division is to--

a. Direct the development, implementation, and evaluation of a comprehensive, command-wide civilian personnel program for which the following functional areas are included:

(1) Position management and classification.

(2) Placement and workforce adjustment.

(3) Recruitment and examining.

(4) Employee and labor management relations.

(5) Discipline, grievances, and appeals.

(6) Civilian personnel management information systems.

(7) Employee services and community relations.

(8) Incentive awards.

(9) Performance evaluation and merit pay.

(10) Army Civilian Federal Employees' Health Benefits (FEHB) Program.

(11) Civilian personnel mobilization planning.

(12) Equal employment opportunity (EEO) action officer support of command EEO commitment.

(13) Administrative support and technical guidance for Senior Executive Service (SES) Program.

(14) Procedures and regulations.

(15) Review and evaluation.

(16) Career management.

(17) Training and development.

b. Serve as command career program manager (CPM) for the civilian personnel career program. Coordinate on a command-wide basis, civilian personnel administration career program activities.

20-3. Executive Management Programs Office. The mission of the Executive Management Programs Office is to--

a. Administer AMC Senior Executive Service (SES) and Scientific/Technical (ST) Program. Review, recommend, develop, and issue relative regulations and guidelines.

b. Provide regulatory interpretations and advice on all aspects of the SES and ST programs. Review new or changed positions and proposed personnel actions for compliance with regulations and procedures.

c. Provide administrative support and technical advice to AMC Civilian Executive Resources Board, AMC SES Performance Review Board including processing of implementation of all board actions. Provide advice, assistance, and support to AMC members of HQDA Civilian Executive Resources Board Operating Planning Committee.

d. Plan, recommend, coordinate, and take staff actions in SES allocations, selections, training, development, grievances, performance standards, awards, and other matters related to SES members.

e. Administer the recruitment program for SES engineer and scientist positions Army-wide.

20-4. Position Management and Classification Branch. The functions of the Position Management and Classification Branch are to--

a. Plan, develop, implement, administer, and evaluate the AMC position management and classification program.

b. Provide staff advice and assistance to line managers and coordinate with staff functional representatives in HQ AMC major subordinate commands (MSCs) and installations on all aspects of--

(1) Position management and classification including job analysis.

(2) Evaluation and grade determinations.

(3) Classification and job-grading standards.

(4) Development and adjudication of appeals.

(5) Civilian grade controls.

(6) Federal wage system.

(7) Hazard and environmental differential pay and compensation systems.

c. Represent AMC on assigned functions with higher headquarters. Develop and implement policies, regulations, and guidance designed for effective program accomplishment and program evaluation.

d. Develop and implement AMC policies, programs, and guidance for position management, civilian grade structure, and labor cost control.

e. Provide staff advice and assistance to HQ AMC staff, MSCs, and to installations and activities reporting directly to HQ AMC on all aspects of position management.

f. Provide AMC-wide review and analysis (R&A) of position management and classification programs. Establish and monitor accomplishment of program goals and objectives through Office of Personnel Management (OPM), DA, and AMC survey reports, statistical and narrative reporting systems, and on-site visits. Review and comment on propriety of position management and classification portion of personnel management survey reports including classification cases and corrective actions.

g. Initiate position and grade alignment studies of jobs common to AMC on a command, functional, or occupational basis to improve classification accuracy and consistency AMC-wide. Provide pertinent job descriptions and guidance and/or classification decisions as dictated by study results.

h. Establish requirements and monitor the AMC civilian grade control programs. Develop and issue policies and procedures; serve as focal point and prepare and staff actions concerned with management of civilian grades.

i. Review tables of distribution and allowances (TDAs) for AMC organizations and provide comments and recommendations concerning position and grade structure. Analyze position structures for proper classification, grade control programs, and for compliance with regulations, standards, and policy. Advises AMC HQ and field elements on organization and position structure. Recommend position management alternatives and advise on the classification of civilian positions in new or changed TDA units. Post audit positions that are precedent setting, abnormal, or controversial by requesting submission of pertinent position information or by on-site review, if circumstances warrant.

j. Provide position management and classification representation on management studies and on OPM, DA, or AMC personnel management program surveys. Provide on-site assistance to AMC field activities on classification and position management matters.

k. Develop and implement AMC policies, programs, and guidance for job analysis, job evaluation, and classification of civilian positions.

l. Provide staff advice and assistance to AMC HQ staff, MSCs, and installations and activities reporting directly to HQ AMC on all aspects of position classification.

m. Establish command requirements for new or revised classification/job grading standards for classification act and wage grade positions. Coordinate and monitor the AMC review, comment, and test of OPM or DA draft of new or revised standards through preaudit, post-audit, and/or on-site visit. Issue supplemental interpretive guidance, as appropriate.

n. Adjudicate classification appeals for AMC employees at DA-appellate level. Review for propriety classification appeal decisions made by AMC MSCs that are delegated appellate authority.

o. Provide classification evaluation decisions on positions that are precedent setting, difficult, or controversial upon request of commanders reporting directly to HQ AMC. Provide competent authority determinations on classification aspects of EEO complaints.

p. Provide staff direction, assistance, and administration of the Federal wage system policy matters, locality wage surveys, job grading, and other related items.

q. Provide position management and classification representation on management studies and on OPM, DA, or AMC personnel management program surveys.

r. Establish and provide supervision over program designed to ensure effective differential and hazard pay categories. Review and coordinate with Safety and Surgeon Offices, and recommend proposals to DA for new or changed differentials.

s. Provide staff direction and assistance concerning application of Fair Labor Standards Act, merit pay system coverage, and pay policy and procedures.

20-5. Employee Management Branch. The functions of the Employee Management Branch are to--

a. Exercise HQ AMC responsibilities in developing, implementing, and evaluating that portion of the AMC civilian personnel program concerned with staffing (including recruitment and merit promotion), mobilization, technical services and support (including management information systems and automation), labor relations and management employee relations (including performance appraisal systems and merit pay systems). Determine and assess management needs, develop program policies and implementing guidelines, and evaluate program effectiveness. Provide assistance to AMC subordinate commands and activities and participates in special studies in conjunction with Department of Defense (DOD) or other Federal agencies.

b. Act as recruitment focal point for AMC in ensuring that employment policies, manpower requirements, recruitment procedures, and employment projections provide maximum recruitment effectiveness in all discipline and skill categories. Develop instruments and techniques, such as studies and plans, that enable subordinate elements to be competitive in the job market.

c. Establish command requirements and monitor the reporting and execution of reduction-in-force (RIF), transfer of function, furloughs, commercial activities, and other contracting out involving RIF.

d. Coordinate and monitor a command-wide placement program for employees adversely affected by workforce adjustment or installation closures, and for family members accompanying spouses to new locations and assignments.

e. Provide staff guidance in comprehensive civilian personnel mobilization planning.

f. Provide guidance and assistance to AMC MSCs and installations and activities that report directly to HQ AMC in carrying out civilian personnel officer responsibilities in connection with the Army Civilian FEHB Program, life insurance, worker's compensation program (continuation of pay), travel, standard regulations, leave, servicing agreements, and retirement.

g. Provide individual determinations on application of regulations in establishing pay fixing and entitlements. Determine need and develop proposals for new or revised special salary rates for scarce-skill positions. Present AMC requirements to DA for approval.

h. Provide staff guidance to AMC elements in special employment programs, e.g., Federal Equal Opportunity Recruitment Program and Affirmative Action Program, to enhance employment for minorities and women, handicapped program, disadvantaged and youth, upward mobility, and the selective placement program, e.g., Veterans Readjustment Appointment Program.

i. Coordinate the development and implementation of policies establishing mobility as a condition of employment in certain types of positions.

j. Monitor and provide staff direction command-wide in the use of experts and consultant services.

k. Provide policy, guidance, and implementing instructions for AMC nonappropriated fund activities to include recruitment, pay, employee services, health benefits, and retirement programs.

l. Provide staff direction and assistance to MSCs and activities in administering civilian retirement programs.

m. Develop program guidance in ADP capability, uniform database with Joint Logistics Commanders, AMC subordinate commands, office automation, and AMC-wide personnel information systems. Provide ADP support to the Civilian Personnel Division.

n. Develop and implement AMC policies and programs for employee management relations, labor relations, performance management and recognition system (PMRS), the performance management system (PMS), employee services, and the incentive awards system. Evaluate the effectiveness of these programs, and take or recommend improvement actions.

o. Provide staff direction and assistance to AMC commands and activities that report directly to HQ AMC on bargaining unit questions, negotiations, arbitrable matters, and unfair labor practice changes.

p. Review agreements negotiated by MSCs and activities with employee unions for compliance with published laws, regulations, and policies.

q. Develop command programs for handling employee complaints and grievances, employee counseling, leave administration, standards of conduct, and disciplinary actions. Monitor and evaluate sick leave usage.

r. Provide guidance and assistance to AMC commands and activities that report directly to HQ AMC on employee conduct, discipline, adverse actions, and appeals to the Merit Systems Protection Board.

s. Provide command R&A of grievances and appeals submitted under the DA grievance and appeals system and recommends AMC action/decision.

t. Develop AMC policy and guidance; monitor and evaluate the PMRS and PMS. Provide staff direction and assistance to AMC commands and activities on appraisal system questions involving coverage, training requirements, procedures, regulatory requirements, and complaint/grievance procedures. Review higher authority proposed and established regulations, and develop and disseminate AMC policy. Provide assistance to AMC MSCs and activities, and participate in special studies in conjunction with Army, DOD, and other Federal agencies. Evaluate effectiveness of these programs, and take or recommend improvement actions.

u. Analyze requirements and coordinate provisions of facilities for effective employee services.

v. Evaluate awards program effectiveness, and initiate action to promote participation and improve command performance.

w. Review higher authority proposed and established regulations; develop and disseminate AMC policy.

x. Provide regulatory interpretations and advice.

y. Administer command awards program; process high-level awards; and provide support to the command Incentive Awards Review Board.

z. Coordinate AMC's participation in awards ceremonies.

aa. Participate in award-related studies projects and programs.

20-6. Career Management and Development Branch. The functions of the Career Management and Development Branch are to--

a. Administer the annual allotment of DA civilian training, education, and development (CTED) student detachment resources allocated to AMC by U.S. Total Army Personnel Center.

b. Administer the central pool of RDTE manpower spaces for U.S. Army Professional Development and Career Intern Register.

c. Conduct the annual AMC career intern intake and the DA requirements survey to justify the requirements for the DA CTED student detachment resources for the AMC career intern program (CIP).

d. Develop and justify the budget for AMC career interns on DA CTED student detachment manpower spaces and funds, including pay, benefits, TDY for approved training, and permanent change of station (PCS) moves. The justification includes the estimate and allocation of resources to training sites and the overall resource management R&A on a quarterly and annual basis.

e. Manage the recruitment, rating and ranking, selection and placement of career interns from internal and external sources against the annual recruitment plan.

f. Manage the recruitment and placement of AMC and other status eligible employees requesting entry-level consideration under the provisions of an AMC job vacancy announcement.

g. Manage and conduct a coordinated on-campus college recruitment program for scarce skill engineers and scientists and other academic disciplines for placement in the AMC CIP.

h. Maintain automated and manual records that are required to provide information for manpower, budget, and personnel status reports on a one-time, monthly, quarterly, and annual basis.

i. Coordinate designations and changes of permanent duty location assignments of AMC career interns.

j. Perform program evaluation and on-site assistance local intern training programs. The on-site reviews for local career interns will be in conjunction with the reviews being accomplished for centralized AMC career interns but must be be accomplished as a separate and distinct evaluation, based upon implementation of guidance by local activities.

(1) Perform on-site evaluation of the effectiveness of centralized referral. Evaluate the effectiveness and extent of outreach efforts for women and minorities.

(2) Provide technical advice and assistance to activities and installations through the use of seminars, on-site workshops, and written material designed to correct career referral problem areas.

(3) Provide administrative and technical support to AMC elements as AMC referral activity for the DCS for Engineering and Housing and Office of Public Affairs for the major command (MACOM) referral level.

(4) Prepare reports with emphasis on volume, processing time, referral, and selection of women and minorities, and other critical factors.

(5) Maintain continuous liaison with DA and AMC career inventories to ensure effective operations.

(6) Establish general and specific program objectives for overall Army MACOM-wide monitorship and analysis of the civilian screening, appraisal, and referral processes. Ensure that follow-up actions are taken to support quality staffing and EEO objectives including proposals to DA deemed appropriate.

(7) Provide civilian personnel staff support, and ensure necessary technical support is available to MACOM boards and committees involved in assigned functions.

k. Administer the AMC announcement distribution system.

l. Manage and administer the Logistics and Acquisition Management Program (LOGAMP) to include proposing, interpreting, and implementing policy set by the LOGAMP Committee.

(1) Administer the central pool of LOGAMP manpower spaces.

(2) Maintain automated and manual LOGAMP records that are required to provide information for manpower, budget, and personnel status reports on a one-time, monthly, quarterly, and annual basis.

(3) Develop and justify the budget for LOGAMP manpower spaces and funds to include pay, benefits, and TDY for approved training and development.

(4) Develop, administer, and evaluate LOGAMP intake, seminars, and developmental activities.

(5) Maintain continuous liaison with DA, MACOMs, and functional chiefs or their representatives to ensure effective program development and operation.

(6) Manage a review, evaluation, and on-site assistance program at MACOM/activity level to assure effective program operation.

(7) Provide advice and policy guidance to MACOMs and activities on executive development, long-term training and development, and functional training activities that support LOGAMP goals and objectives.

(8) Develop LOGAMP policy and regulatory guidance, and serve as central point of contact for overall direction of program development and execution.

(9) Ensure that civilian career management, training, and development information is disseminated throughout DA.

m. Provide advice and policy guidance to functional chiefs and/or their representatives in the various aspects of career management and training administration.

n. Exercise overall direction of training program budget elements dealing with executive development, long-term training, facility engineer apprentice program, and LOGAMP.

o. Provide civilian personnel staff support, and ensure necessary technical support is available to HQ AMC boards and committees involved in assigned training functions.

p. Ensure that training and development information pertaining to civilian employees is properly disseminated and implemented.

q. Establish general and specific program objectives for overall MACOM-wide monitorship, analysis of training and development programs, and post-training assignment and utilization policies. Ensure that follow-up actions are taken to support quality employee communications, EEO objectives, and cost effective civilian training and development approaches, including proposals to DA deemed appropriate.

r. Exercise staff supervision over AMC apprentice and college cooperative education programs.

s. Coordinate with the Adjutant General Division on training matters of mutual concern, and assess training methodology to ensure use of appropriate training concepts, technology, and systems.

t. Manage civilian personnel administration training to include survey of training needs and submission of nominations to appropriate field offices.

u. Coordinate and review programs of instruction (POIs) to ensure currency of content (as the central point of contact).

v. Be responsible for review and revision, as necessary, of the civilian personnel administration CIP. Participate in on-site reviews of intern training.

w. Be responsible (as lead staff element) for direction and control of all Learning Resource Center (LRC) activities throughout AMC to include utilization of computer-based instruction, specifically PLATO.

x. Staff and coordinate proposed DA and higher headquarters issuances in assigned functions, and develop appropriate comments and recommendations.

y. Provide advice and policy guidance to DA functional chiefs and/or their representatives located in AMC (e.g., engineers and scientists (non-construction), procurement, ammunition specialist, and quality assurance specialist (ammunition surveillance)) in the various aspects of career program and training administration. Assist in the development of policy issuances prior to transmittal to the DA DCSPER for review and publication.

z. Manage spaces for the facility engineer apprentice program (FEAP).

aa. Ensure that civilian management and development information (pertaining to covered positions and employees) is disseminated to MSCs/activities in coordination with HQ AMC CPMs.

ab. Develop or review proposals for new or modified career programs developed for AMC, and make necessary recommendations to DA.

ac. Provide overall expert knowledge of regulatory requirements that affect career program administration. Monitor and evaluate progress of AMC career management programs.

ad. Administer the central pool of manpower spaces for the U.S. Army register of AMC career interns to include assignment of registered interns for training and development.

ae. Develop and justify centralized manpower budget estimate to support pay, benefits, TDY for approved training, and PCS moves for AMC Career Interns.

af. Control centralized financial resources for AMC CIP, including pay, benefits, TDY for approved training, and PCS moves.

ag. Manage the recruitment and placement of AMC employees requesting entry level consideration for the AMC CIP.

ah. Maintain records of on-board AMC career interns.

ai. Coordinate designations and changes of permanent duty locations of AMC career interns among command and activity CPMs and servicing civilian Personnel Officers (CPOs).

aj. Develop procedures for and supervise AMC field placement offices responsible for coordinated on-campus college relations; recruitment of engineers, scientists, and career interns; counseling of career interns; review and evaluation of the AMC CIP.

20-7. Program Planning and Evaluation Branch. The functions of the Program Planning and Evaluation Branch are to--

a. Develop the AMC civilian personnel management program evaluation policy, standards, and procedures.

b. Develop the AMC civilian personnel management Program to include goals, objectives, and priorities; prepare the program document; recommend changes and monitor implementation.

c. Analyze and evaluate the effectiveness of MSC and installation/activity operating civilian personnel programs throughout AMC.

d. Receive, analyze, consolidate, and prepare statistical and narrative program reports; and disseminate coordinated program guidance and information.

e. Conduct, or participate in, AMC and non-AMC general or special program development or evaluation surveys, inspections, and projects.

f. Coordinate manpower staffing/standards system (MS-3) for CPOs and research and demonstration projects.

20-8. Military Personnel Division. The mission of the Military Personnel Division is to--

a. Develop and staff supervise the implementation of policies and procedures for the assignment and management of military personnel within AMC, including matters affecting the selection, assignment, and training of U.S. Army Reserve individual mobilization augmentees and Reserve counterpart training.

b. Exercise direct supervision over the Military personnel Management Detachment, Edgewood Arsenal, Maryland.

20-9. Personnel Management Branch. The Personnel Management Branch is responsible for military personnel functions for officer and enlisted personnel.

a. Management Section. The functions of the Management Section are to--

(1) Monitor DA actions in distributing and assigning commissioned warrant and enlisted personnel to HQ AMC, AMC MSCs, and separate installations and activities reporting directly to HQ AMC.

(2) Coordinate the AMC implementation of AR 614-185 (Requisitions and Assignment Instructions for Officers) and AR 614-200 (Selections of Enlisted Soldiers for Training and Assignment).

(3) Maintain the Military Personnel Center (MILPC-25) Report, Current and Projected Colonel Requirements. Process and monitor enlisted requirements for the Noncommissioned Officer Logistics Program.

(4) Process and monitor commissioned, warrant, and enlisted requisitions, reassignment requests, and other related actions pertaining to the assignment of military personnel for AMC.

(5) Review and distribute to AMC MSCs and separate activities reporting to HQ AMC the Officer and Enlisted Distribution Plan (ODP/EDP) received from DA Total Army Personnel Agency (TAPA). Report discrepancies, as required, and ensure implementation.

(6) Monitor and coordinate personnel management pertaining to general officer requirements and assignments and the Command Sergeant Major Program.

(7) Process recommended changes to publications affecting management of commissioned, warrant, and enlisted personnel.

(8) Control distribution of new accession personnel.

(9) Manage all immediately available personnel assets due to academic failure, service school elimination, Personnel Reliable Program (PRP) disqualification, relief for cause, and other related actions.

b. Actions Section. The functions of the Actions Section are to--

(1) Act upon commissioned, warrant, and enlisted personnel actions including, but not limited to promotions, retirements, separations, school applications, flagging actions, requests for transfer, and flying status orders.

(2) Coordinate the procurement of commissioned, warrant, and enlisted personnel to meet world-wide requirements for TDY placed on AMC by higher authority, requested by lateral commands, or required by and not available to MSCs or separate reporting activities (SRAs) to HQ AMC. Approve/disapprove or forward to appropriate HQDA staff requests for excessive TDY.

(3) Monitor the DA centralized promotion system for officers and enlisted personnel.

(a) Provide statistical data to the commander regarding actual numbers selected for promotion.

(b) Develop and forward for the commander regarding actual numbers selected for promotion.

(4) Receive and process Congressional inquiries. Develop proposed responses to Congressional member.

(5) Receive and process findings and recommendations from outside agencies such as Inspector General, Government Accounting Office, DA Personnel Management Assistant Team (PERMAST) etc. Ensure proper staffing and resultant input/follow-up.

(6) Monitor military personnel operations (MILPO) AMC-wide. This includes coordination and travel with the DA PERMAST, Standard Installation/Division Personnel System (STDPERS) Interface Branch (SIB) operations and overall MILPO performance. Analyze data from DA regarding officer and enlisted evaluation reports, strength accounting procedures (timeliness and accuracy), records management, separation transfer point procedures, and others as they develop.

(7) Monitor and coordinate special projects, studies, and programs to include proper utilization of assigned military personnel; military occupation specialty (MOS) and specialty code (SC) substitutability; space imbalance MOS (SIMOS); and career management field (CMF) conversions and revisions.

(8) Monitor and coordinate all actions associated with the Army Education Review Board (AERB), Training with Industry (TWI), and the Technical Enrichment Program (TEP).

(9) Coordinate and monitor all administrative and medical aspects of the human immune deficiency virus (HIV) testing program. Ensure implementation of HIV testing at AMC installations and activities and monitor for the command. Ensure that information regarding HIV testing results is safeguarded according to regulatory guidance. Conduct an aggressive Command information program.

20-10. Policy, Plans and Training Branch. The functions of the Policy, Plans, and Training Branch are to--

a. Administer AMC Individual Mobilization Augmentee Program, Active Guard/Reserve Program, and Counterpart Training Program.

b. Administer Temporary Tour of Active Duty Program.

c. Provide U.S. Reserve policy and personnel guidance within AMC.

d. Review and prepare military personnel policy guidance for contingencies/mobilization conditions.

e. Plan and develop military personnel policy objectives to support participation in mobilization exercises.

f. Administer the Military Retiree Recall Pre-assignment Program within AMC.

g. Administer the Office of the Joint Chiefs of Staff (JCS) Reconstitution program for the Command.

h. Review DA and AMC publications pertaining to selected management policies for military personnel.

i. Supervise military training quotas for Army courses, e.g. Primary Leadership Development Course (PLDC), Basic Non-Commissioned Officer Course (BNCOC), First Sergeants Course (1SGT), Combined Arms and Services Staff School (CAS 3), and some general officer and specialized training courses.

j. Monitor implementation of skill qualification test and common task test within the command.

k. Review, coordinate, and develop input to DA and AMC publications for military training.

l. Administer the command's Junior Officer Professional Development Program.

m. Serve as staff proponent for HQ AMC Professional Development Program.

n. Perform continuing evaluation of the AMC Military Manpower Management Program under The Army Authorization Documents System (TAADS).

o. Participate with counterpart elements of HQ AMC, in the development of AMC policies and procedures for management of the Military Manpower Program under TAADS.

p. Review and analyze military positions in TAADS submissions of AMC MSCs, their field operating installations and activities, and field operating installations and activities reporting directly to HQ AMC.

20-11. The AMC Transition Management Office. The mission of the AMC Transition Management Office is to--

a. Conduct annual staff assistance visits and inspections with MSCs to ensure compliance with DA reenlistment goals and objectives, and DA and AMC guidance.

b. Conduct quarterly/annual conferences to review, discuss, modify, and subsequently improve the AMC Reenlistment Program.

c. Monitor the reenlistment statistics for planning estimates.

d. Receive, translate, and disseminate reenlistment orders from the AMC Commander to all MSCs.

e. Provide liaison with local, finances, personnel, and public information offices.

f. Ensure proper computer transactions are reported via the Army Enlistment/Reenlistment/Reclassification System (REQUEST/RETAIN).

g. Address all command channels of matters relating to the Transition Management Program.

h. Provide continuous assistance to subordinate commanders via statistics, lectures, and electrical vehicles regarding latest interviewing and counseling techniques.

i. Implement, control, and supervise the Transition Management Program.

j. Implement, control and supervise the G9000 account pertaining to reenlistment TDY, promotional items, and reenlistment awards.

k. Supervise proper utilization of all Total Army career counselors AMC-wide.

l. Write, update, and implement AMC Supplement 1 to AR 601-280, Army Reenlistment Program.

m. Direct and monitor the proper reenlistment of all eligible soldiers AMC-wide, and maintain statistics of same.

n. Direct and monitor the proper transitioning of eligible soldiers into the Reserve Components of the Total Army (U.S. Army Reserve, Army National Guard, and Individual Ready Reserve).

o. Implement, control, and direct the Bonus Enlistment and Retraining Program and The Selective Reenlistment Bonus Program.

p. Implement, control, and direct use of the Army Retain System.

20-12. Provost Marshal.

a. Mission. The mission of the Provost Marshall is to--

(1) Advise the CG, DCGs, DCSPER staff, and subordinate elements on all matters pertaining to law enforcement and physical security management.

(2) Exercise operational control of AMC Security Support Activity, and monitor compliance inspections and corrective actions related to physical security, law enforcement, and intelligence according to AMC Policy.

(3) Evaluate, approve, or disapprove requests for waivers/exceptions from physical security standards on behalf of the CG, AMC.

(4) Coordinate and submit installation and MACOM physical security resource requirements through budget channels to HQDA.

b. Functions. The functions of the Provost Marshal are to--

(1) Provide broad general command policy, guidance, and direction, and serve as the AMC coordinating office relating to--

(a) Physical security, law enforcement, and confinement.

(b) Terrorism counteraction.

(c) Physical security aspects of the ADP Security Program Policy.

(2) Review and evaluate AMC programs, procedures, and mission accomplishments relating to the physical security and in-transit security of--

(a) Nuclear weapons, reactors, and chemical surety material.

(b) Sensitive arms, ammunition, or explosives.

(3) Function as PM for security manpower requirements, utilization, training, and individual equipment; and physical security equipment and facilities to include security requirements in building construction and renovation, security lighting and fencing, communications, and intrusion detection systems.

(4) Represent AMC at MACOMs, DA, OSD, other government agencies, and industry on matters pertaining to physical security and law enforcement.

(5) Serve as the AMC representative to the DA Physical Security Review Board.

20-13. Adjutant General Division. The Chief of the Adjutant General (AG) Division in the ODCSPER is the principal advisor to the DCSPER, and through the AG to the CG, AMC, as the AMC manager and policy proponent for--

a. Morale welfare and recreation (MWR) activities.

b. AMC schools and colleges.

c. Army continuing education services (ACES).

d. Quota management for Department of Defense.

e. Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

f. Army Community Services Program.

g. Child Development Services (CDS) Program.

h. Awards and Decorations Program.

i. Family programs.

j. Top Secret Repository/NATO Subregistry.

k. Army Health Promotion Program to include budgeting, plans, and administration controls, and ODCSPER operations outside continental U.S. travel requests.

20-14. Community Morale Services Branch. The functions of the Community Morale Services Branch are to--

a. Coordinate the development of MWR facilities and activities for military and civilian personnel located at AMC commands, installations, and activities.

b. Maintain liaison with the staffs of other MACOMS, U.S. Army Community and Family Support Center, and Army-Air Force Civilian Welfare Fund (AAFCWF) to coordinate related AMC programs and activities.

c. Staff supervise nonappropriated funds and related activities, except the HQ AMC, Welfare Fund.

d. Monitor and coordinate support for development of the DCS's recommendations for the AMC Five-Year AMC Program priorities that are presented to the resource action committee (RAC).

e. Coordinate administrative actions pertaining to the Army bands assigned to AMC.

f. Coordinate fiscal year synchronization of the Program Analysis Resource Review (PARR), and Command Operating Budget (COB) input for appropriated funds within branch identified programs.

g. Develop, issue, and interpret policy and procedures for and direct the operation of AMC post restaurants and civilian welfare funds.

h. Monitor adequacy of services provided by post exchanges and theaters located on AMC installations. Provide coordination with the Army and Air Force Exchange Service.

i. Provide a morale service assistance team that conducts on-site visits and provides "hands-on" management assistance and technical training.

j. Provide development for the AMC Chief of Staff MWR issues, policies, or procedures to be considered by the DA Community and Family Review Committee for worldwide implementation.

20-15. Community and Family Support Branch.

a. Family Programs Section. The functions of the Family Programs Section are to--

(1) Develop, promote, implement, and evaluate AMC family plans and programs.

(2) Manage AMC family programs, and serve as overall point of contact for the command.

(3) Manage the AMC family action implementing plan and issues contained therein.

(4) Develop and publish short- and long-range goals for the AMC family programs based on DA guidance.

(5) Develop appropriated and non-appropriated fund budgets for family programs, and provide budget guidance to MSCs.

(6) Allocate funds to MSCs for family programs and consolidates MSCs budget input for submission to DA.

b. Army Community Service Programs Section. The functions of the Army Community Service Programs Section are to--

(1) Manage and provide staff supervision of the AMC MSC and installation ACS program.

(2) Establish and review MACOM ACS program policy.

(3) Analyze installation ACS program reports and resource requirements.

(4) Coordinate and submit installation and MACOM ACS program resource requirements through budget channels to HQDA.

(5) Allocate MACOM ACS program resources to installations.

(6) Initiate/review DA and AMC publications pertaining to management of ACS.

(7) Establish and maintain full-time ACS staff positions in all essential service areas at the MACOM level to effectively manage and provide assistance to ACS programs within the command.

(8) Ensure authorization and assignment of full-time professional installation staff to provide an effective ACS program.

(9) Conduct staff assistance visits to MSCs and installations, as appropriate, to assess their ACS program status and provide technical assistance.

(10) Coordinate administrative actions pertaining to Army Emergency Relief within AMC.

c. CDS Section. The functions of the CDS Section are to--

(1) Establish and review MACOM CDS program policy.

(2) Visit installations to assess the status of CDS program, and provide technical assistance, when required.

(3) Support and supplement HQDA training opportunities and resources for installations CDS personnel.

(4) Collect and analyze installation CDS reports and resource requirements.

(5) Coordinate and submit installation CDS program resource requirements through budget channels to HQDA, and allocate program resources to installations.

(6) Initiate/review DA and AMC publications pertaining to management of CDS.

(7) Establish and maintain full-time CDS staff positions at the MACOM level; monitor authorization and assignment of professional CDS staff at AMC installations to provide an effective CDS program.

(8) Provide functional review of project submissions and designs for CDS facilities in coordination with HQ AMC DCS for Engineering, Housing, and Installation Logistics.

(9) Coordinate CDS pilot projects, research, and innovative program efforts with HQDA.

(10) Maintain liaison with the staff at Community Family Support Center (CFSC) and other MACOMs to coordinate related AMC programs and activities.

(11) Operate HQ child development counseling and educational program for employees and supervisors.

(12) Provide child care information and referral services to assist in the placement of children of HQ AMC soldiers and employees.

d. ADAPCP Section. The functions of the ADAPCP Section are to--

(1) Develop and implement AMC policies for the ADAPCP.

(2) Provide staff direction and assistance to AMC MSCs, installations, and activities reporting directly to HQ AMC on all aspects of the ADAPCP.

(3) Provide command R&A of ADAPCP statistical data to ensure accomplishment of program goals and to determine program trends.

(4) Provide command R&A of program manpower and requirements to determine budget estimates.

(5) Manage the urinalysis program.

(6) Conduct staff assistance visits to provide technical guidance to and evaluation of programs.

(7) Manage the Army Suicide Prevention Program.

e. Awards and Deccration Section. The functions of the Awards and Decorations Section are to--

(1) Develop and implement AMC policies for the military awards and decorations program.

(2) Provide staff direction and assistance to AMC, MSCs, installations, and SRAs on all aspects of awards.

(3) Provide command review and designs of awards statistical data to ensure accomplishment of program goals and to determine trends.

f. Health Promotion Program Section. The functions of the Health Promotion Program Section are to--

(1) Serve as AMC proponent for DIA Health Promotion Program.

(2) Manage the Corporate Fitness Center Contract and Study.

g. Miscellaneous Programs Section. The functions of the Miscellaneous Programs Section are to--

(1) Provide staff direction and assistance to AMC, MSCs, installations, and SRAs on the Army Voting Program.

(2) Provide staff direction and assistance to AMC, MSCs, installations, and SRAs on the Army Casualty Program.

(3) Maintain liaison with HQDA AMC MSCs, installations, and SRAs to coordinate and provide direction on the Army Smoking Policy.

20-16. Education Branch. The functions of the Education Branch are to--

a. Exercise staff supervision and provide training guidance to U.S. Army Logistic Management College (USALMC), Fort Lee, VA; School of Military Packaging Technology, Aberdeen, MD; School of Engineering and Logistics, Red River, TX; and U.S. Army Management Engineering College (USAMEC), Rock Island, IL. Provide functional management for Program 8 funds for AMC schools.

b. Provide training guidance and review performance of programmed training objectives for the AMC Industrial Training Program and U.S. Army Defense Ammunition Center and School (USADACS).

c. Obtain and analyze requirements for AMC military and civilian personnel for attendance at the following programs or courses:

(1) Defense Management Education Training (DMET) Program.

(2) In-house courses offered by USALMC and USAMEC.

(3) Functional and MOS producing courses offered by TRADOC.

d. Obtain requirements for other Army personnel attendance in courses offered by the DMET Program.

e. Process training requirements of the Navy, Air Force, Defense Logistics Agency (DLA), and other qualified personnel for the AMC schools.

f. Serve as command CPM for the training career program (TCP) and education services civilian career program (ESCCP).

g. Provide functional supervision and management over all aspects of career program administration for the TCP and ESCCP career fields.

h. Review proposed changes to the mission and organizational structure of AMC schools, and make recommendations to the DCSPER.

i. Coordinate planning and programming for temporary and permanent facilities construction for AMC schools.

j. Develop intermediate and projected long-range plans and program guidance for AMC schools.

k. Ensure that AMC schools coordinate with functional managers in the review and evaluation of POIs and lesson materials used for instruction. Review and approve proposals for new courses, and determine the proper school within AMC to conduct the training.

l. Approve establishment of new courses in the AMC Industrial Training Program.

m. Provide the Army representative for the DMET Catalog Committee.

n. Exercise staff supervision over the security assistance training, to include--

(1) Representing AMC in the development of the DA Security Assistance Training Program.

(2) Foreign national training programs conducted by AMC, selection of sites for observer, on-the-job, and orientation tour training in support of the DA Security Assistance Training Program.

o. Staff supervise and manage the ACES, dependent education, and special education programs for AMC.

(1) Direct the planning and development of the full-range of ACES programs and services to include--

(a) The Army Apprenticeship Program.

(b) The Service Member Opportunity Colleges Associates Degree (SOCAD) Program.

(c) The Basic and Advanced Skills Education Program.

(d) MOS skill development non-resident foreign language/english as second language.

(e) High school completion program.

(f) Lower/upper grade level college programs, learning support, and counseling.

(2) Provide functional management for development and execution of the ACES budget program PE 879732 to resource AMC education centers.

(3) Advise and provide staff supervision for family member education (dependent school/impact aid, partnerships in education/adopt-a-school program) except construction.

(4) Advise and provides staff supervision for--

(a) Special education programs.

(b) GI Bill and Veterans Education Assistance Program.

(c) Non-education assistance program, such as Reserve Officer Training Corp (ROTC).

(d) Whitehouse Fellowship Program.

(e) U.S. Army Military Academy Preparatory School (USAMAPS).

(f) RETO and the Education Transaction Management Program.

20-17. Travel Branch. The functions of the Travel Branch are to--

a. Implement procedures for HQ AMC TDY including blanket and invitational travel orders, ensuring maximum economy in the use of travel funds.

b. Process requests for overseas travel command-wide and HQ AMC, maintaining liaison with DA, DOD, and other Government agencies, as required.

c. Authenticate TDY travel orders.

d. Coordinate local vehicular travel of HQ AMC personnel, issuing tickets, and passes for local bus and subway travel, or authorizing use of privately owned vehicles.

e. Arrange military air transportation for HQ AMC.

20-18. Top Secret Repository Branch.

a. Mission. The mission of the Top Secret Repository (TSR) branch is two-fold. It serves as the Top Secret Repository for the AMC HQ and functions as the North Atlantic Treaty Organization (NATO) Subregistry for the entire AMC, regardless of subordinate command locations.

b. Functions. The functions of Top Secret Repository Branch are to--

(1) Implement HQDA policy and procedures, regulations governing standards for the control, safeguarding and dissemination of all TOP SECRET (TS), NATO, JCS, critical nuclear weapons design information (CNWDI), ATOMAL (materiel containing information regarding ATOMIC nuclear energy) and COSMIC (NATO TS) documents.

(2) Receive, control, disseminate, and maintain accountability for all TS, NATO, JCS CNWDI, ATOMAL, and COSMIC documents.

(3) Be responsible for writing and publishing regulations and memoranda outlining procedures for the handling and safeguarding of all aforementioned categories of classified documents.

(4) Establish and disestablish NATO control points for the control of NATO documents.

(5) Prepare the HQ AMC TSR/NATO subregistry for inspections by Service Support Activity from Ft. Gillem, Central U.S. Registry (on a yearly basis, the Inspector General, and HQ AMC Security Office).

20-19. Operations Office.

a. Mission. The mission of the Operations Office is to perform the administrative functions, fund management and control, long-range planning inspections audits and reviews, mobilization/exercise planning, and automation management for the DCSPER.

b. Functions. The functions of the Operations Office are to--

(1) Perform the administrative functions contained in chapter 26, Common Functions of Administrative Offices.

(2) Control and manage the decentralized operating funds. Coordinate all DCSPER budget actions to include the planning, programming, and budget execution system (PPBES), the COB, PARR, and program objective memorandum processes.

(3) Manage Program 8 funds for AMC, distributing, and monitoring all P8 funds for the command.

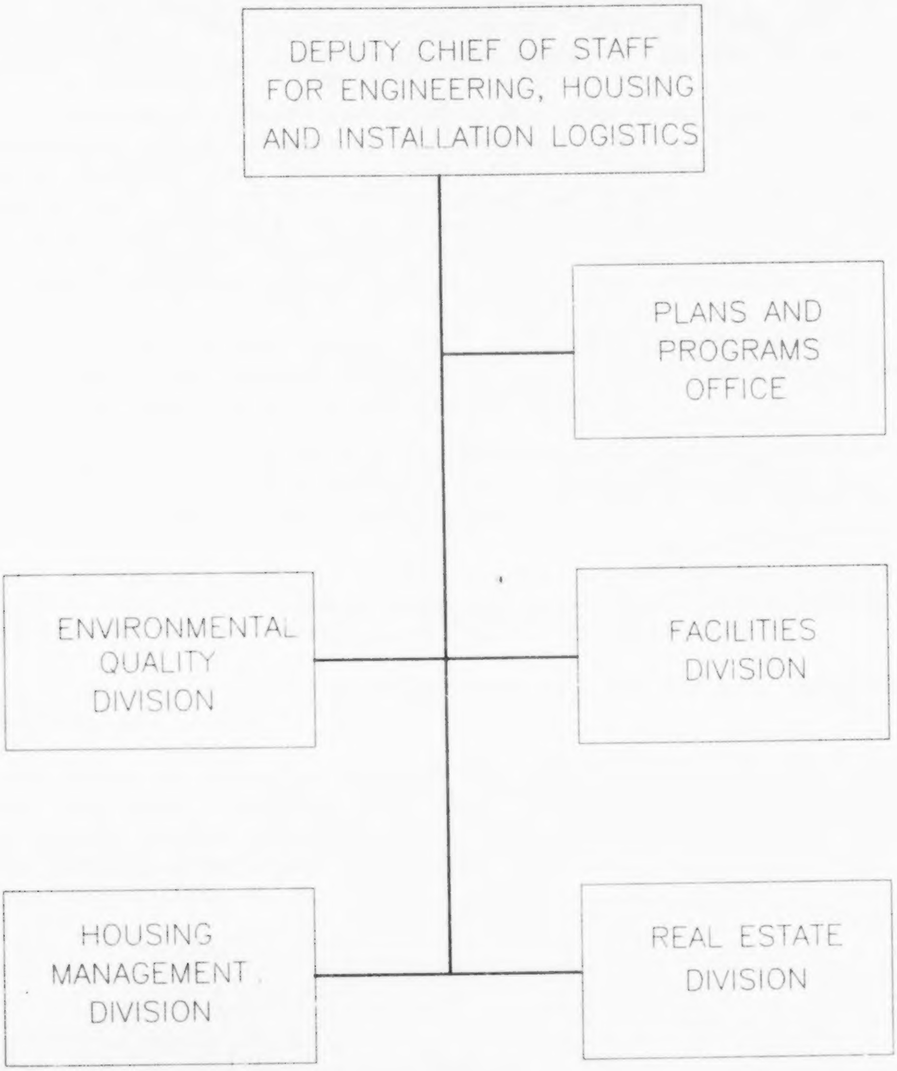
(4) Provide the DCSPER representative to the junior RAC, advising and briefing senior RAC member when necessary.

(5) Manage the internal control program, vulnerability assessments, mobilization planning/exercise participation, R&A, and long-range planning for DCSPER.

(6) Develop and implement the information management plan and all long-range ADP plans for DCSPER.

CHAPTER 21

DEPUTY CHIEF OF STAFF FOR ENGINEERING, HOUSING, AND INSTALLATION LOGISTICS


DEPUTY CHIEF OF STAFF FOR ENGINEERING, HOUSING AND INSTALLATION LOGISTICS
PLANS AND PROGRAMS OFFICE
ENVIRONMENTAL QUALITY DIVISION
FACILITIES DIVISION
HOUSING MANAGEMENT DIVISION
REAL ESTATE DIVISION

CHAPTER 21

DEPUTY CHIEF OF STAFF FOR ENGINEERING, HOUSING, AND INSTALLATION LOGISTICS

21-1. Deputy Chief of Staff for Engineering, Housing, and Installation Logistics. The mission of the Deputy Chief of Staff for Engineering, Housing, and Installation Logistics (DCSEN) is to--

a. Exercise command-wide staff supervision over programming, development, and management of the physical plant of the U.S. Army Materiel Command (AMC) and its continental United States (CONUS) installations, and all of the logistical and support services incident to the operation of those installations. This includes real property maintenance, installation supply, equipment maintenance, and other logistical support services.

b. Direct the development and defense of programs involving construction, real estate, maintenance and repairs, utilities, family housing, and logistical support services.

c. Manage and control the AMC Environmental Program for the prevention, control, and abatement of all pollution relating to installations, facilities, and materiel.

d. Manage and control the AMC Energy Program for the reduction of energy consumption without degradation of mission accomplishment. Chair the AMC Energy Planning and Policy Committee (EPPC).

e. Serve as resource strategy proponent for the Army goal of "providing facilities."

f. Serve as Resource Director for Military Construction, Army (MCA), Army Family Housing (AFH), and Defense Environmental Restoration Account (DERA) appropriations, Real Property Maintenance Activities (RPMA), Troop Issue Subsistence Activity (TISA), and base operations (BASOPS) A, B, C, D, E, and H.

g. Direct the operation of the AMC Installations and Services Activity (I&SA), Rock Island, IL. Installation supply, equipment maintenance, and other logistical service management is performed by I&SA with command oversight by DCSEN.

21-2. Plans and Programs Office. a. The mission of this office is to--

(1) Coordinate and control the management, direction, and functional cohesiveness of the staff level office's mission and functions.

(2) Provide policy guidance and staff supervision in the development of--

(a) Program objective, plans, and programs.

(b) Budget requirements and justifications.

(c) Program analysis and reports.

(3) Perform coordination, planning, control, security, and administrative functions for the Deputy Chief of Staff DCS-level office.

b. Functions. The functions of the Plans and Programs Office are to--

(1) Initiate, manage, and coordinate actions pertaining to budget, manpower, personnel, organization, and missions for the staff level office.

(2) Supervise, plan, monitor, and coordinate activities pertaining to management improvement, internal control, and conservation of resources programs.

(3) Coordinate DCS-level office participation in the AMC planning system.

(4) Manage DCSEN operations by coordinating efforts of divisions and by assigning, controlling, analyzing, and reviewing externally generated and selected internal staff actions.

(5) Develop and coordinate DCSEN actions in support of Joint Chiefs of Staff (JCS), Department of the Army (DA), and AMC emergency, contingency, and readiness plans.

(6) Provide for DCS-level office participation on Army and AMC boards, committees, studies, manpower surveys, or ad hoc groups.

(7) Provide input, coordinate, and process DCS-level office review of proposed DA and AMC publications and revisions.

(8) Manage and publish the DCSEN Engineer Bulletin.

(9) Supervise and coordinate all data systems development and automation projects requirements within the office.

(10) Coordinate a review and analysis (R&A) program encompassing DCS-level segments of the command operating programs and other DCS-level office activities.

(11) Coordinate the preparation and input to DCS-level office and HQ AMC briefings, presentations, and public information releases.

(12) Coordinate and evaluate proposed organizational changes, manpower requirements, and manpower surveys within assigned mission area.

(13) Provide policy guidance for, process, and assist in the development and defense of the DCSEN portion of the command operating budget (COB).

(14) Analyze, evaluate, and coordinate the DCSEN input for inclusion in the AMC planning, programming, and budgeting system (PPBS), the program analysis resource review (PARR), the program objective memorandum (POM), and the Five-Year Defense Program (FYDP). Review Army programming and budgeting documents, The Army Plan (TAP), the Army Long-Range Planning Guidance (ALRPG), and the AMC Strategic Long-Range Plan (SLRP).

(15) Supervise the DCS level office security program.

(16) Coordinate with DCS activities concerning Freedom of Information Act requests.

(17) Perform administrative functions as identified in chapter 26, Common Functions of Administrative Offices.

21-3. Environmental Quality Division. a. Mission. The mission of the Environmental Quality Division is to comply with the U.S. Army environmental quality goals and objectives and to manage the AMC program for prevention, control, and abatement of environmental pollution relating to installations, facilities, and materiel undergoing research, being designed and/or produced, in current inventory, recycled, or disposed of. Also, the Environmental Quality Division will serve as principal technical advisor to the Commanding General (CG) and acting for the CG in direct dealings with DA, Department of Defense (DOD), Environmental Protection Agency (EPA), and the President's Council on Environmental Quality. Army materiel includes equipment, aircraft, vessels, vehicles, hazardous chemicals, and munitions. Pollution control efforts include engine emissions, fuels and lubricants, and waste discharges from both fixed and mobile sources.

b. Functions. The functions of the Environmental Quality Division are to--

(1) Exercise overall management and control over the AMC program for prevention, control, and abatement of air, water, noise, solid waste, hazardous waste, and toxic and hazardous materials/substances pollution.

(2) Develop and issue policy, direction, and guidance for execution of the AMC Environmental Quality Control Program.

(3) Develop and issue policy directing the assessment of the environmental consequences of AMC actions according to the National Environmental Policy Act; serve as a mandatory staff coordination office and authority for staff resolution of policy and procedural matters for environmental impact statements and environmental assessments.

(4) Exercise staff supervision over all technical projects relating to pollution control and hazardous waste minimization in AMC commands, activities, and laboratories for the purpose of ensuring integration of effort and conformance to the long-range master plan; serve as final staff approval authority for projects and actions related to pollution prevention, abatement, and control.

(5) Act for and make decisions in the name of the CG for solutions to problems in direct dealings with DOD, DA, Council on Environmental Quality, EPA, other Federal, state, and local authorities, universities, and private industries, in pollution control matters; and represent the CG at meetings/conferences dealing with environmental quality.

(6) Review progress in compliance with environmental laws, regulations, and standards; present periodic status briefings to HQ AMC command group, DCSs, DCS-level office chiefs, and higher authority, as required.

(7) Integrate and coordinate the individual AMC pollution abatement programs for research and development, manufacturing methods and technology, military construction, vehicle compliance, watercraft compliance, and waste disposal into the overall AMC Environmental Quality Control Program.

(8) Establish AMC position on proposed Federal, DOD, and DA standards and regulations on environmental control; determine applicability to AMC facilities and materiel; and develop program objectives for compliance with applicable standards to ensure compliance and leadership in pollution control by all AMC elements.

(9) Develop guidance and procedures related to the environmental aspects of hazardous materials management and hazardous waste minimization to include efforts in storage, handling, transfer, and disposal. Act as early warning center for oil and hazardous substance spills involving AMC facilities and equipment.

(10) Plan, organize, and operate the AMC Pollution Abatement Operations Center. Provide overall management of the conduct of all HQ AMC major subordinate commands (MSCs), installations, and separate activities pollution abatement actions; and provide for an integrated review, analysis, and reporting on status of the AMC Environmental Quality Control Program to the CG, AMC, and higher authority. Establish policy and guidance for AMC Environmental Compliance Review (Auditing) Program.

(11) Serve as AMC staff program manager (PM) for Army Environmental Program and Installation Restoration Program to include the Defense Environmental Restoration Account (DERA) and Hazardous Waste Minimization (HAZMIN) Program.

(12) Ensure leadership by all AMC elements in pollution control, in according to the provisions of environmental Executive Orders (EOs), DOD, and DA directives.

(13) Monitor the Pollution Abatement and Environmental Control Technology (PAECT) Program, and Installation Restoration-Research and Development (IR-R&D) Program developed by U.S. Army Toxic and Hazardous Materials Agency (USATHAMA). As technical monitor, ensure adequacy of the programs to meet regulatory requirements, proposed requirements, and suitability of the program to comply with the command long-range program needs. Make recommendations and evaluations on funding, priorities, technical merit of the PAECT, and IR-R&D programs to the DCS for Technology Planning and Management.

(14) Sponsor such courses as may be required to train personnel to implement the Army Environmental Program and coordinate matters related to the U.S. Army Logistics Management College environmental courses.

(15) Serve as staff proponent for all Installation Restoration Program mission, functions, and organizational issues related to USATHAMA and PM, Rocky Mountain Arsenal.

21-4. Facilities Division. a. Mission. The mission of the Facilities Division is to direct the management of installation development, construction programming and execution, real property, facilities engineering, and to conduct the AMC Energy Program designed to efficiently manage energy resources.

b. Functions. The functions of the Facilities Division are to--

(1) Direct and staff supervise MCA programming through--

(a) Supplementing and issuing DA policy and guidance.

(b) Developing, coordinating, and issuing AMC policy, programming, and procedural guidance.

(c) Maintaining appropriate interface with functional mission programs.

(d) Providing for staff coordination within HQ AMC and liaison with DA as related to the development of the current, intermediate, and long-range programs, and the defense of the programs to DA, DOD, Office of Management and Budget (OMB), and before Congressional committees.

(e) Providing representation on ad hoc committees and study groups.

(2) Direct and staff supervise Unspecified Minor Military Construction, Army (UMMCA), through--

(a) Supplementing and issuing DA policy and guidance.

(b) Developing, coordinating, and issuing AMC policy and procedural guidance.

(c) Maintaining appropriate interface with functional mission programs and regular MCA programs.

(d) Ensuring staff coordination within the HQ and adequacy of project description, justification, cost estimates, drawings, and other documentation incident to formal submission to DA.

(e) Ensuring timely completion of design and obligation of construction funds within timeframes established by DOD.

(3) Direct and staff supervise MCA execution through--

(a) Supplementing and issuing DA policy and guidance.

(b) Developing and issuing AMC policy and procedural guidance.

(c) Staff directing and supervising construction surveillance through the AMC I&SA.

(d) Monitoring progress of construction projects from initiation of Project Development Brochures Part I (PDB-I) through final acceptance.

(e) Ensuring adequacy and suitability of design and satisfactory completion and delivery of new facilities to the user through I&SA and appropriate construction surveillance elements at MSCs and installations.

(f) Maintaining liaison with Office of the Chief of Engineers (OCE) on MCA design and construction projects.

(4) Staff supervise and direct real property programming and budgeting activities, and serve as the Real Property Maintenance Activity (RPMA) functional manager for AMC through--

(a) Interpreting and supplementing DA policy.

(b) Developing, coordinating, and issuing AMC policy and procedural guidance.

(c) Staff directing and supervising facilities engineering program and budget activities using technical expertise at AMC I&SA, as necessary.

(d) Developing objectives, tasks, and priorities for inclusion in AMC operating programs and budget documents.

(e) Reviewing AMC program and budget field submissions and developing requirements for inclusion in AMC budget submissions for all appropriations (i.e., Operation Maintenance, Army (OMA); Procurement Army (PA); Research, Development, Test, and Evaluation (RDTE)).

(f) Reviewing AMC submission of functional reports required by OCE and compiled by I&SA (i.e., identifying requirements).

(g) Evaluating through analysis of functional and financial reports and reports of facilities engineering visits by I&SA.

(h) Defending resource requirements, both funds and manpower.

(i) Providing administrative review of facilities projects and staffs within HQ to establish priorities and validate justification.

(j) Monitoring the backlog of maintenance and repair, and coordinating within AMC for application of resources.

(k) Providing point of contact (POC) with OCE for programming, budget activities, and project approvals.

(5) Staff supervise RPMA through--

(a) Interpreting and supplementing DA policy and guidance.

(b) Developing and issuing AMC policy and guidance.

(c) Staff directing and supervising all facilities engineering RPMA within AMC using the technical expertise at I&SA as necessary.

(d) Reviewing AMC submission analyses of functional reports required by OCE and compiled by I&SA (i.e., performance).

(e) Reviewing field submission analyses of utilities operations and compiles submission to OCE.

(f) Developing performance standards and indicators for evaluation.

(g) Evaluating through analysis of functional reports and reports of Facilities Engineering/Energy Program Review (FE/EPR) visits by I&SA.

(h) Monitoring I&SA development and implementation of automated data processing (ADP) systems for RPMA and providing necessary functional coordination within the HQ and liaison with OCE, as appropriate.

(i) Developing criteria for and evaluating facilities readiness in the AMC Readiness Evaluation System.

(j) Staff supervising the AMC Fire Prevention and Protection Program.

(k) Providing functional participants on manpower surveys, ad hoc committees, study groups, and methods and standards visits.

(l) Providing functional review of all table of distribution and allowances (TDA) submissions and staffing guides.

(m) Evaluating Inspector General (IG), U.S. Army Audit Agency (USAAA), and General Accounting Office (GAO) findings and preparing responses to them and to Congressional inquiries, as appropriate.

(n) Performing functional review of Model Installation Program (MIP) proposals, following through on those requiring higher approval authority.

(o) Staff supervising the DEH awards program in AMC.

(p) Monitoring status of commercial activities (CA) program in the DEH arena.

(q) Implementing special Army Facilities Engineering Programs within AMC related to productivity improvement.

(6) Staff supervise HQ AMC Energy Management Program through--

(a) Supplementing and interpreting DA policy and guidance for the efficient utilization of energy resources.

(b) Developing and issuing AMC policy, guidance, and goals.

(c) Managing projects applicable to the Energy Conservation Investment Program (ECIP); monitoring progress of projects in the Energy Conservation and Management (ECAM) Program.

(d) Developing and maintaining annual AMC Energy Resources Management Plan, and submits annual progress reports to HQDA.

(e) Providing logistical support for AMC Energy Planning and Policy Council (EPPC); serving as staff proponent for AMC regulation (AMC-R) 15-44.

(f) Providing representation on Corps of Engineers National Energy Team (CENET).

(g) Co-chairing (with Construction Engineer Research Laboratory (CERL)) the CENET Industrial Energy Users (IEU) Group.

(h) Staff supervising proposed third-party contracts for energy-generation at AMC installations.

(i) Promoting conservation ethics through awareness, training workshops, awards and incentives programs and command publicity. Staff supervising the AMC Energy Awards Program.

(j) Reporting energy consumption, inventory, and related factors in the Army DEIS Data Entry System (ADDS); maintaining energy database in AMC Energy Forecasting and Analysis System (EFAS).

(k) Developing energy portion of COB and related documents in planning, programming, budgeting, and execution system.

(l) Analyzing and reporting energy consumptions and performance versus goals for command R&A; initiating corrective action as appropriate.

(m) Maintaining liaison with I&SA, COE, Army Energy Office, and other agencies in Federal and private sectors on matters related to energy conservation. Serving as HQ AMC energy POC for subordinate commands.

(n) Monitoring and reporting status of Energy Engineering Analysis Program (EEAP) and progress toward implementation of recommended projects.

(7) Direct and staff supervise Programming and Execution of MCA Pollution Abatement Program through--

(a) Coordinating with HQ AMC Environmental Quality Division on AMC policies. Issuing AMC MCA policy and procedural guidance.

(b) Ensuring adequacy and suitability of design and satisfactory completion and delivery of new facilities to the user through I&SA and appropriate construction surveillance elements at MSC installations.

(8) Staff supervise other DA engineering programs to include--

(a) Implementation of DA policy and guidance for the management of the facilities engineering career program to include the facilities engineering apprentice program and engineer and scientist resource and construction career intern program. Management includes staff supervision to assure AMC installations maintain authorized personnel in the program and compliance with training directives and policies as relates to the program.

(b) Providing policy guidance and liaison with the Military Traffic Management Command on highways for National Defense, including highway support, access road needs, and traffic engineering.

(c) Providing guidance for and managememt of relocatable building actions within AMC.

(d) Providing policy guidance and coordination for all MCA and UMMCA projects involving joint Services interior intrusion detection systems and/or other authorized property security equipment systems.

(e) Providing AMC's interpretation of OCE policy, developing AMC policy, and staff supervising all fuel/selection procurement and storage activities related to field activities.

(f) Providing policy guidance and implementing instructions for Asbestos Management and Control Program.

(g) Serving as the AMC principal action officer for the DA Facilities Standardization Committee.

(h) Serving as the Executive Secretary for the AMC Installation Safety Working Group.

(i) Providing policy guidance and monitors I&SA implementation of the job order contract (JOC) program in AMC.

(9) Staff supervise facilities planning to include--

(a) Supplementing and issuing DA policy and guidance.

(b) Developing and issuing AMC policy and procedural guidance for peacetime and mobilization master planning and the Comprehensive Installation Development Plan (CIDP).

(c) Reviewing, evaluating, and approving Installation master plans, site and land-use requests.

(d) Reviewing, evaluating, and approving mobilization master plans (MMPs).

(e) Providing guidance and coordination with readiness planning and programming in regards to facilities mobilization planning matters.

(f) Coordinating development of standard facility designs to be adapted to AMC requirements for mobilization.

(g) Program managing Reserve Component (RC) military construction planning and programming at AMC installations.

(h) Providing policy and guidance for and monitoring AMC program to dispose of all unneeded World War II temporary buildings and any buildings determined to be unneeded for established requirements.

(i) Maintaining appropriate interface with functional mission programs and MCA programs.

(j) Providing for staff coordination with HQ and liaison with DA, COE, I&SA, and other agencies in the Federal and private sectors on matters related to facilities planning.

(k) Providing representation on ad hoc committees and study groups.

21-5. Real Estate Division. a. Mission. The mission of the Real Estate Division is to manage AMC real estate resources, providing direction to subordinate AMC elements and coordination to higher DOD authority, Congress, private industry, and the general public.

b. Functions. The functions of the Real Estate Division are to--

(1) Manage all AMC real estate resources to include the development of planning guidance, regulations, verification of requirements, and establishment of policy.

(2) Develop and manage a program for the acquisition of real estate by purchase, lease, transfer, donation, exchange, permit, license, or easement.

(3) Conduct on-site real property utilization surveys. Review disposal recommendations of GSA, EO 12512 survey reports to ensure that real estate requirements for current mission essential and mobilization plans are not jeopardized.

(4) Develop and manage a program for the disposal of real estate resources to include physical land and the appurtenances affixed thereto. Monitor and provide technical expertise and

guidance for real estate actions relating to closure, partial closure, or inactivation of AMC installations, subinstallations and locations, and outgranting real estate for non-Government use including construction of facilities.

(5) Participate in establishing AMC policy and provide AMC instructions for carrying out the community economic adjustment program.

(6) Develop and manage the AMC portion of the Federal program for the protection and enhancement of the cultural environment pursuant to EO 11593 that requires nomination, protection, and maintenance of national historic buildings, sites, objects, and districts.

(7) Manage a program for the granting of AMC real estate for non-Army use including limitations, terms, competition, and surveillance. Review proposed leases for non-Government use of real estate for technical adequacy, conformance with AMC policies, terms, and limitations.

(8) Develop, evaluate, and manage the program for acquisition and occupancy of AMC special and AMC general-purpose space including occupancy of GSA space management of the leasing fund account and other applicable funds provided to HQ AMC for reimbursement to GSA. Develop and implement procedures to ensure efficient utilization of space.

(9) Analyze real estate resources to determine adequacy.

(10) Maintain liaison with other Army field commands and other Government agencies and departments. Represent the DCSEN before DA, and serve as witness before Congressional committees.

(11) Exercise staff supervision over the reporting of the AMC portion of the inventory of military real property. Review for adequacy and sufficiency real property reports.

(12) Evaluate IG, USAAA, GAO, and other reports that reflect problems or deficiencies relating to assigned functions, and direct appropriate action.

(13) Provide technical assistance in manpower surveys, ad hoc committees, task forces, and special studies.

21-6. Housing Management Division. a. Mission. The mission of the Housing Management Division is to direct, coordinate, and control the centralized management of AMC family housing, bachelor housing, guest housing, and associated functions.

b. Functions. The functions of the Housing Management Division are to--

(1) Administer family housing, including staffing support, assignments, terminations, inventories, leasing, disposal, minor improvements, and furnishings.

(2) Program for new construction of family housing units to meet current, intermediate, long-range requirements, and for the improvement or modernization of existing Government-owned housing facilities to meet changing standards.

(3) Operate, maintain, repair, and improve family housing utilities (real property), including dwellings, garages, streets, sidewalks, sewer mains, sewers, electronical distribution systems, grounds, and playgrounds.

(4) Provide services and utilities required in the use and operation of Government-owned or Government-controlled family housing facilities.

(5) Direct permanent party, guest housing, and transient quarters administration, including staffing support, assignment, termination, inventory, furnishings, leasings, disposal, and coordinating the programming of improvements with supporting engineer activities.

(6) Determine requirements to meet current, intermediate, and long-range needs, and ensure inclusion in the programs.

(7) Coordinate with supporting engineer activities maintenance and repair requirements and the inclusion of requirements into annual and long-range plans.

(8) Determine requirements for new construction to meet current, intermediate, and long-range needs for troop barracks, and ensure inclusion in construction programs.

(9) Exercise staff control of inventory and use of troop barracks.

(10) Be directly responsible for the troop barracks furnishing program to include development of requirements, programming, and supply. Monitor troop barracks use and determines maintenance requirements.

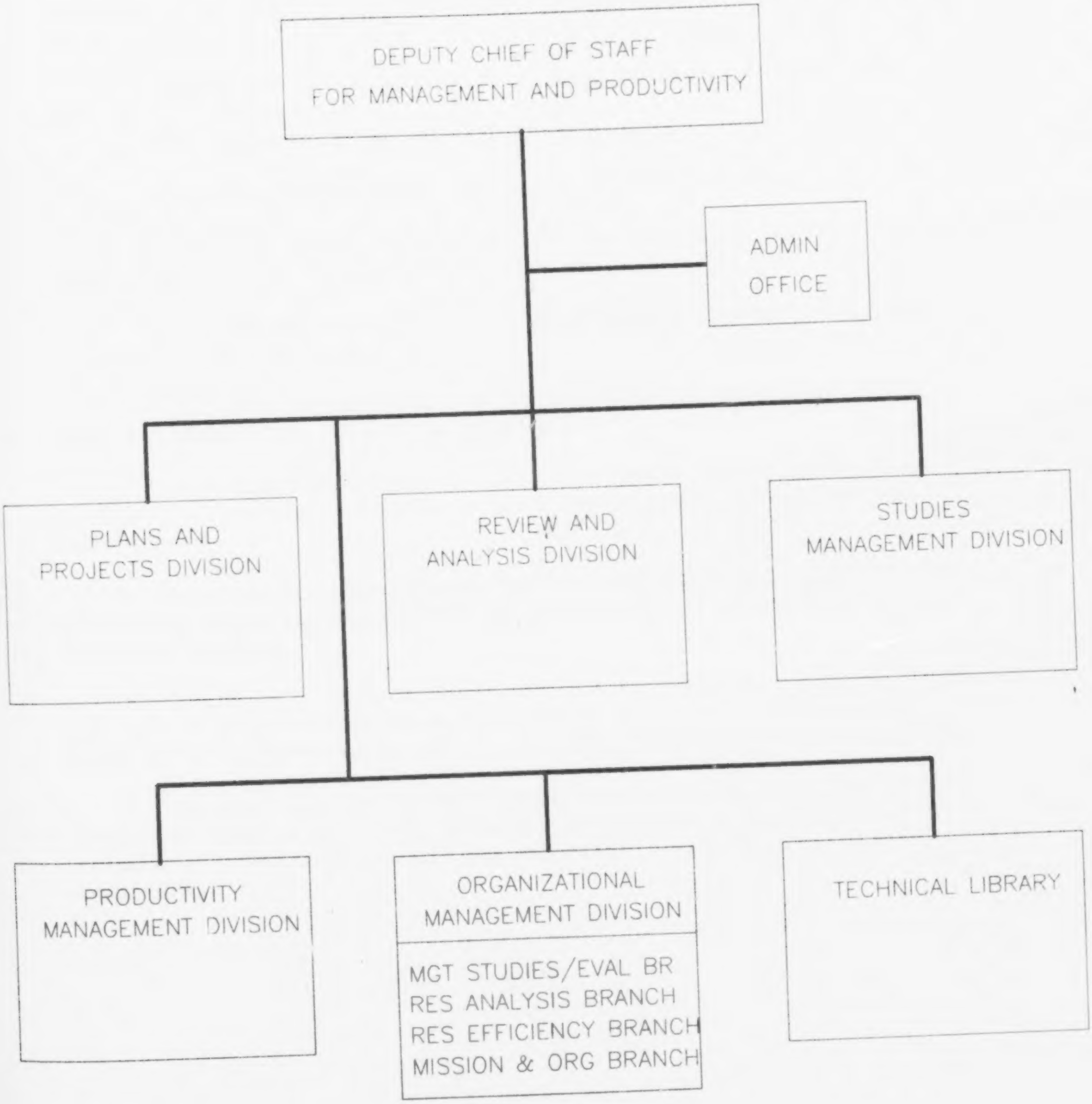
(11) Provide housing referral service in support of families and bachelors requiring off-post housing in civilian communities.

(12) Be resource manager for the Army Family Housing management account. Direct and supervise programming and execution of the AFH budget program. Issue AMC policy and procedural guidance on AFH programming.

(13) Be career program manager for the housing management specialist career program.

CHAPTER 22

DEPUTY CHIEF OF STAFF FOR MANAGEMENT AND PRODUCTIVITY


DEPUTY CHIEF OF STAFF FOR MANAGEMENT AND PRODUCTIVITY
ADMIN OFFICE
PLANS AND PROJECTS DIVISION
REVIEW AND ANALYSIS DIVISION
STUDIES MANAGEMENT DIVISION
PRODUCTIVITY MANAGEMENT DIVISION
ORGANIZATIONAL MANAGEMENT DIVISION
MGT STUDIES/EVAL BR
RES ANALYSIS BRANCH
RES EFFICIENCY BRANCH
MISSION & ORG BRANCH
TECHNICAL LIBRARY

CHAPTER 22

DEPUTY CHIEF OF STAFF FOR MANAGEMENT AND PRODUCTIVITY

22-1. Deputy Chief of Staff for Management and Productivity. The mission of the Deputy Chief of Staff for Management and Productivity is to--

a. Manage the Headquarters, U.S. Army Materiel Command (HQ AMC)--

(1) Commercial Activities (CA) Program.

(2) The HQ AMC Study Program.

(3) The establishment and publication of HQ AMC command goals, objectives, and priorities.

(4) HQ AMC consolidations, realignments, reductions, and closures (CRRC) actions.

(5) The development and distribution of responsibilities and procedures for life cycle management.

b. Exercise operational control of Defense Logistics Systems Information Exchange (DLSIE) as per command group priorities and direction.

c. Provide necessary documentation, coordination, and obtain necessary approval/disapproval for management of Analytical Support Services Program.

d. Serve as principal staff advisor to Commanding General (CG) and acts for CG in relations with higher authority on resolving Command-level problems in all of the above mission responsibilities.

e. Ensure that the command makes the most efficient and effective use of all analytical resources through an action-oriented program of electronic networking and state-of-the-art analytical techniques.

f. Maintain current collection of library materials in support of HQ AMC in the technical library.

g. Serve as AMC proponent for AR 5-1, Army Management Philosophy.

h. Manage the AMC command review and analysis system, the Management Analysis Program, the Independent Indepth Analysis Program, and the Command Internal Control Program.

i. Serve as AMC proponent for the strategic long range planning and AMC logistics mission area analysis.

j. Manage and oversee AMC productivity and improvement programs including management direction and control of AMC Management Engineering Activity (AMCMEA).

k. Develop AMC concepts, policies, and procedures relating to mission alignment and functional interface relationships.

l. Develop AMC concepts, policies, and procedures relating to organizational structures.

m. Provide common policy and procedures on the control, preparation, and processing of memoranda of understanding/agreement (MOUs/MOAs).

22-2. Administrative Office. a. Mission. The mission of the Administrative Office is to provide administrative, personnel, and logistical support to office operations by coordinating the efforts of the office elements and by assigning and reviewing externally generated and selected internal staff actions and tasks.

b. Functions. The functions of the Administrative Office are to provide administrative functions as identified in chapter 26, Common Functions and Administrative Offices.

22-3. Plans and Projects Division. a. Mission. The mission of the Plans and Projects Division is to--

(1) Research, analyze, and evaluate command-wide policies, systems, and procedures, and the management implications of long-range plans, programs, and requirement forecasts.

(2) Assess the interrelationships of manpower, dollar, and physical plant resources to performance workload and organization.

(3) Develop and maintain a strategic long-range planning system.

(4) Manage the AMC Internal Control Systems Program.

(5) Serve as the AMC strategic long-range planner.

(6) Serve as proponent for the AMC logistics (AMCLOG) mission area analysis (MAA).

b. Functions. The functions of the Plans and Projects Division are to--

(1) Maintain an analysis program for a variety of high subjects. Analyze, synthesize, and evaluate quantitative data reflecting workloads, requirements, and performance.

(2) Provide an independent and quick-reaction analysis capability to the command group.

(3) Define, conduct, and/or monitor management studies relating to the development and refinement of new or existing management systems, models, operating policies, procedures, methods, organizational concepts, plans, and programs.

(4) Analyze planning and operational data to determine adequacy of planning, utilization, and management in relation to AMC mission needs.

(5) Direct the AMC Internal Control Systems Program; provide overall guidance, establish reporting procedures, and prepare and submit the AMC Internal Control Systems Program reports to Assistant Secretary of the Army for Financial Management.

(6) Issue instructions for and coordinate development of the CG, AMC, Annual Assurance Statement to the Secretary of the Army.

(7) Develop and maintain a command-wide, multifunctional, strategic long-range planning process that facilitates effective long-range planning in AMC.

(8) Prepare and update the AMC Strategic Long-Range Plan (SLRP); direct other HQ AMC staff elements and AMC subordinate elements in preparation of input to the AMC SLRP from their functional strategy areas.

(9) Review Army planning documents to provide the CG and staff with an assessment of the impact on AMC.

(10) Develop and maintain the long-range planning guidance for the AMC planning, programming, and budgeting system; provide the long-range perspective to the CG's resource management guidance.

(11) Serve as AMC focal point for interface with the Army long-range appraisal process at the Department of the Army (DA).

(12) Maintain contacts with counterparts throughout the Government community, academia, and industry to keep abreast of ongoing long-range planning activities and emerging trends in long-range planning methodology.

(13) Serve as AMC member of the Army Long-Range Planning Working Group.

(14) Establish the requirements and procedures for the conduct of the AMC Logistic (AMCLOG) MAA. Determine deficiencies in the AMC support capabilities and identifies the means of correcting and eliminating them.

(15) Publish and distribute the AMCLOG Mission Area Development Plan (MADP).

(16) Establish and maintain an AMCLOG database detailing each AMCLOG MAA deficiency and its current status.

(17) Serve as proponent for AR 11-XX; Army Materiel Command regulation (AMC-R) 11-4, Volume 2; AMC-R 11-46; and Army Materiel Command Pamphlet (AMC-P) 11-29.

22-4. Review and Analysis Division. The mission of the Review and Analysis Division is to--

a. Develop and operate a command performance review and analysis system that produces for the CG, AMC, and subordinate commanders, the periodic and special indepth oral and published reviews and analyses of AMC-wide operations.

b. Perform independent reviews, analyses, and evaluations of command performance and of the effectiveness and efficiency of subordinate organizational elements.

c. Review and appraise performance, progress, and trends against assigned missions, goals, and objectives and the use of resources and facilities in relation to actual work performed and in accomplishing the command mission.

d. Recommend or direct the development, selection, and refinement of measurement criteria and management/performance indicators, and apply these criteria and indicators to actual work performed and in accomplishing the Command mission.

e. Prepare special studies, evaluations, and reports at the direction of the CG, AMC and/or AMC command group, and provide findings and recommended courses of action.

f. Provide the CG, AMC and command group with independent indepth analysis, review, and evaluation of program and management performance.

g. Participate in AMC-wide management studies and special studies, as required.

h. Establish and maintain a database for use as a basis for management decisions and to provide periodic documentation of key workload and resource information.

i. Develop policy and provide staff guidance to HQ AMC staff and field elements on program analysis, management analysis study program, and review and analysis.

j. Develop, issue, and monitor review and analysis policy; provide guidance and exercise staff technical supervision over the review and analysis function throughout AMC.

k. Develop policy for and monitor the HQ utilization of the command sponsorship of conferences procedures. Serve as the HQ AMC conference manager.

l. Staff supervise and evaluate effectiveness of AMC-wide program analysis and management analysis study activities.

m. Develop policy for temporary duty travel of military and civilian personnel.

n. Develop policy and provide staff supervision for the CG's Award for Installation Excellence.

o. Maintain liaison with DOD, DA, and other Federal departments and agencies as well as AMC elements on matters relating to review and analysis and the management analysis program.

p. Develop policy and provide staff supervision for the AMC Policy Compliance Reviews.

q. Direct the AMC Committee Management Program to control and review committees and committee memberships under AR 15-1. Provide the AMC Committee Management Officer.

r. Develop policy and monitor effectiveness of AMC functional support of program executive officer (PEO) and program, project, and product managers (PMs) reporting to the Army Acquisition Executive (AAE).

s. Serve as proponent for AMC-Rs 1-12, 5-2, 5-13, 11-45, 600-2, and 672-3.

22-5. Studies Management Division. a. Mission. The mission of the Studies Management Division is to--

(1) Develop and publish AMC command policy statements.

(2) Coordinate in the development of AMC annual planning guidance.

(3) Coordinate AMC request for approval of contracts for analytical support services.

(4) Manage the AMC study program and direct AMC support of the Army Study System.

(5) Serve as AMC focal point for studies and analyses.

(6) Develop policy, directives, and guidance for study activities in AMC.

(7) Coordinate AMC study and analysis support for DA, TRADOC, and other command decisions.

(8) Exercise operational control over DLSIE.

(9) Coordinate AMC input for Army Commanders' Conferences and AMC Commander's Conferences.

b. Functions. The functions of the Studies Management Division are to--

(1) Develop and publish AMC command policy statements, and provide guidance and direction to HQ staff concerning development of policy statements. Collect and interpret national policy guidance, and outline (including any formal guidance) possible directions of AMC in the future. Maintain the HQ AMC policy book.

(2) Serve as office point of contact for matters related to the planning, programming and budgeting System.

(3) Serve as the AMC coordinator, point of contact, and principal staff advisor to the CG on matters pertaining to analytical support services. Provide staff direction and control of analytical support services proposals requiring approval by HQ AMC or higher authority.

(4) Serve as the AMC study coordinator, point of contact, and principal staff advisor to the CG on all matters pertaining to the AMC study system. Prepare and distributes the AMC study program.

(5) Provide staff direction for approval and control of study proposals requiring HQ AMC or higher authority approval.

(6) Direct AMC support of the Army study system, and serve as AMC representative on the Army Study Advisory Committee.

(7) Review and evaluate command, installation, and activity study programs; maintain the AMC studies and analysis data base; and provide guidance for major studies and analyses within AMC and throughout the Army that have a potential impact upon AMC.

(8) Serve as AMC coordinator and point of contact for management data and budget submissions relating to AR 5-5 studies.

(9) Serve as HQ AMC focal point for requests for analytical assistance received by other major headquarters.

(10) Formulate policy and guidance concerning use of studies and analyses on AMC. Evaluate completed studies and follow-on implementation plans, as appropriate.

(11) Review and analyze on DOD, DA, and interservice studies to determine the impact on the AMC mission and resources.

(12) Exercise operational control over DLSIE.

(13) Ensure the most efficient and economical use of all analytical resources to be better able to tackle common problems on an institutionalized basis.

(14) Develop policies, guidance statements, and goals and objectives pertaining to analytical functions for the command.

(15) Serve as proponent for ARs 5-5, 5-7, and 5-14.

(16) Serve as AMC coordinator, point of contact, and principal staff advisor to the CG on matters pertaining to Army Commanders' Conferences and AMC Commander's Conferences.

22-6. Technical Library. a. Mission. The mission of the Technical Library is to maintain a current collection of library materials to include books, journals, documents, and materials on microfilm and/or microfiche in support of the HQ AMC mission and official functions (except specialized materials in medicine); and to provide reference service, interlibrary loan, circulation of materials, and assistance in the use of the library to authorized personnel.

b. Functions. The functions of the Technical Library are to--

(1) Reference/research assistance. The library staff will provide reference/research service for all mission-related requests for information.

(2) On-line search services. In response to a mission-related request, the library will search a variety of computerized bibliographic databases to provide the user with a current, comprehensive bibliographic listing of documents, technical reports, government reports, and journal articles that are available in the library collection.

(3) Interlibrary loan. The Technical Library will borrow any mission- related publication that is not currently available in the library collection.

(4) Administrative publications. The Technical Library maintains reference and circulation copies of administrative publications including regulations, pamphlets, circulars, DOD Instructions, and DOD Directives in a separate collection in the library. Also, selected technical manuals, field manuals, technical bulletins, and supply bulletins will be maintained and available for loan. The Technical Library maintains reference copies of AMC publications for in-house use only.

(5) Circulation. The Technical Library ensures that the majority of library materials, i.e., books, journals, documents, newspapers, etc., are available for in-library use and for limited hardcopy reproduction. The Technical Library will renew materials if they are not on reserve for another user.

(6) Acquisition. The Technical Library selects, acquires, catalogs, and processes books, journals, documents, newspapers, and microfiche/film for mission-related information needs of HQ AMC personnel.

(7) Legal publications. The Technical Library maintains reference copies of legal publications for command counsel attorneys and other HQ AMC personnel.

22-7. Productivity Management Division. a. Mission. The mission of the Productivity Management Division is to develop, promote, staff supervise, and evaluate policies, programs, and directives that increase productivity awareness, effectiveness and efficiency throughout AMC.

b. Functions. The functions of the Productivity Management Division are to--

(1) Develop program and policy guidance, staff supervise, monitor, and evaluate the AMC Productivity Improvement Program. Staff supervise AMC-wide implementation of President's, DOD, and DA Productivity Improvement Programs policies and directives.

(2) Develop and issue policy, provide staff supervision and guidance in implementing the AMC Productivity Savings Tracking System. Productivity savings and cost avoidances are captured and

the reapplication shown in the Productivity Savings Impact Report (PSIR).

(3) Develop program and policy guidance, staff supervise, and evaluate AMC's productivity capital investment (PCI) programs--

(a) Quick-Return on Investment Program (QRIP).

(b) Productivity Enhancing Capital Investment Program (PECIP) and OSD Productivity Investment Funding.

(c) Justify annual funding levels through planning programming budget execution summary (PPBES).

(d) Execute annual program in conjunction with DA/AMC appropriation managers from project evaluation and approval through commitment, obligation, and disbursement of funds.

(e) Evaluate accomplishment of the PCI programs by monitoring individual projects from operation phase through amortization.

(f) Report savings through PSIR.

(4) Perform staff supervision of the AMC Management Engineering Program. Maintain liaison with HQDA, major commands (MACOMs), DOD, and other Services on management engineering policies. Conduct onsite management engineering program evaluation reviews. Provide coordination and liaison for the AMCMEA to HQ AMC for subject matter assessment (SMA) and efficiency review (ER), and perform command-wide tracking of SMA implementation.

(5) Develop and issue policy, provide staff supervision, and report on AMC productivity measurement. Serve as central point of contact for reporting productivity measurement data according to DODI 5010.34, Productivity Enhancement Measurement and Evaluation Operating Guidelines and Reporting Instructions. Conduct evaluations of AMC productivity measurement systems.

(6) Develop programs and policy guidance for motivational and behavior-based productivity efforts. Provide technical/staff supervision to fielded motivation based productivity systems/programs such as productivity gain sharing, quality circles, socio-

technical systems analyses, and other participative management-employee involvement systems.

(7) Develop and issue policy, provide staff supervision, and direct AMC participation in the Defense Regional Interservice Support (DRIS) Program to include intra-Army support. Maintain liaison with and coordinate DRIS laterally with DOD component and Army MACOM counterparts. Assist HQ AMC functional staff offices in preparation of MOUs/MOAs having support agreement implications.

(8) Develop program and policy guidance, staff supervise and monitor the AMC-wide implementation of the Model Installation Program (MIP). Maintain liaison and coordinate with HQDA, MACOMs, DOD, and other Services. Conduct on-site evaluation reviews at AMC model installations. Provide staff assistance in deregulation matters to all elements of AMC, DA, and other organizations.

(9) Develop program and policy guidance, staff supervise and direct the AMC-wide implementation of the Army Suggestion Program (ASP). Maintain liaison with and coordinate AMC ASP with HQDA, MACOMs, DOD, and other Services. Conduct on-site evaluation reviews at MSCs, separate reporting activities (SRAs), and installations. Perform ASP responsibilities for HQ AMC.

(10) Develop program and policy guidance, staff supervise and monitor the AMC-wide implementation of the lessons learned and Better Ways of Doing Business programs. Maintain liaison and coordinate with HQDA, DOD, and other Services. Serve as central point of contact for productivity awards and recognition, publications, good news articles, and publicizing productivity accomplishments. Design, establish, and manage various networks to facilitate productivity information throughout AMC, with DOD, with other Federal agencies, and private organizations.

(11) Establish liaison with other government agencies and with private sector and academic/management research organizations in the area of productivity improvement. Conduct reviews, gather information, and facilitate information and technology exchange on concepts, practices, and programs involving productivity improvement. Evaluate developing and emerging concepts and techniques for application in AMC. Promote demonstration projects with potential for high productivity impact.

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22-8. Organizational Management Division. a. Mission. The mission of the Organizational Management Division is to manage the AMC CA program to include conversions to contract; manage all AMC CRRC actions reportable under AR 5-10; staff manage AMC mission assignments, functional alignments, and organizational structures; and develop additional management studies or plans with regard to the AMC structure and operations as assigned.

22-9. Mission and Organization Branch. The functions of the Mission and Organization Branch are to--

a. Develop AMC concepts, policies, and procedures relating to mission alignment and functional interface relationships. Be the proponent of AMC-R 10-1, Organization, Mission, and Functions. Review AMC and higher authority mission and organization policy documents for regulatory consistency. Review appropriate portions of DA and AMC regulations (not in the 10 series) for impacts upon mission and organization policy.

b. Document the missions and major functions of AMC as the HQ lead for AR 10-11. Review HQ and MACOM organizational and functions regulations. Document the mission and major functions of AMC MSCs and SRAs reporting to HQ AMC as proponent of all AMC regulations in the 10-series, except for AMC-R 10-2.

c. Conduct comparative reviews of AMC mission documented in all AMC 10-series regulations to identify the overlap or omission. Review local mission and functions regulations in the 10-series published by activities subordinate to and directly reporting to HQ AMC for conformance to policy and approved mission assignments. Review, analyze, and evaluate DOD, DA, and interservice plans, studies, and forecasts to determine the impact on assigned AMC mission and functions.

d. Develop AMC concepts, policies, and procedures relating to organizational structures. Review HQDA, MACOM, AMC, HQ AMC, and local policy documents for consistency and to determine potential impacts upon AMC organizational policies.

e. Evaluate and recommend AMC approval of all reorganization proposals from MSCs and SRAs that involve major changes in internal organizational structure, functional alignment, or method of operation. Conduct comparative reviews of HQDA, MACOM, and AMC organizational structures, as required. Review Tables of Distribution and

Allowances (TDAs) of all direct reporting activities to ensure that the organizational alignment is properly related to the approved mission and functional elements, and that the structure is in compliance with approved reorganization plans and regulatory requirements.

f. Conduct on-site organizational audits of AMC subordinate activities, as required, to identify and resolve issues and to assure that functional alignment and organizational structure is responsive to the mission assigned. Identifies the essentiality and distribution of functions, recommends corrective action to resolve problems disclosed by the audit, and monitors the implementation of corrective action. Participate in AMC surveys, efficiency reviews, and special studies, as required.

g. Provide direction for common policy and procedures on the control, preparation, and processing of MOUs/MOAs, and support agreements. Serve as a repository for those agreements requiring the HQ AMC command group approval/signature except for international and intelligence-type agreements.

h. Serve as proponent for AMC-R 5-22.

22-10. Management Efficiency Branch. The functions of the Management Efficiency Branch are to--

a. Develop policy for the AMC CA program to include definition of affected functions, detailed techniques of cost comparison, and criteria for exemption from CA review.

b. Develop the AMC CA program and establish priorities, milestones, and schedules for review of AMC CA functions.

c. Develop and maintain an up-to-date inventory of all CA functions in AMC performed in-house or on contract, according to the Federal Executive Policy of the Office of Management and Budget Circular A-76, and implement instructions issued by DOD and DA.

d. Manage reviews of all inventoried CA functions in AMC to ensure optimum balance of mission accomplishment and cost effectiveness between in-house and contract performance of the AMC mission.

e. Manage the AMC program for review and validation of new start and expansion proposals to include facility and equipment implications.

f. Manage and monitor implementation for all AMC CA conversions to contract.

g. Provide guidance to AMC field elements on all technical and reporting aspects of the command's CA program.

h. Develop after-action analyses of CA actions.

i. Serve as AMC proponent for AR 5-10 and AMC supplements to higher headquarters regulations covering CA.

j. Develop resource management documentation and CA actions to be used for manpower and dollar program adjustments and facility programming.

k. Exercise technical authority over, and coordinate within AMC, all matters relating to the CA program.

l. Defend findings of AMC CA reviews before independent audit agencies (i.e., U.S. Army Audit Agency (USAAA), General Accounting Office (GAO), and Inspector General (IG)).

m. Maintain liaison with DOD, DA, Navy, Air Force, other Federal departments and agencies, as well as AMC elements with regard to all matters relating to CA in the Federal Government.

n. Develop, implement, and monitor productivity initiatives that improve efficiencies similar to CA.

22-11. Management Studies and Evaluation Branch. The functions of the Management Studies and Evaluation Branch are to--

a. Develop management studies and plans relating to AMC structure and operations as assigned.

b. Serve as focal point and office of record for implementation of major realignment actions.

c. Serve as the proponent for AMC-R 10-2 organization of HQ AMC.

d. Provide top-level management of extended plan studies and warm-base studies, as related to organizational and installation studies.

e. Serve as AMC proponent for AR 5-10.

f. Develop all decision documentation for AMC CRRC actions to include determination of manpower, financial, facilities, community, environmental, energy, and equal opportunity impacts.

g. Exercise technical authority over and coordinate within AMC all matters relating to the decision documentation required for CRRC.

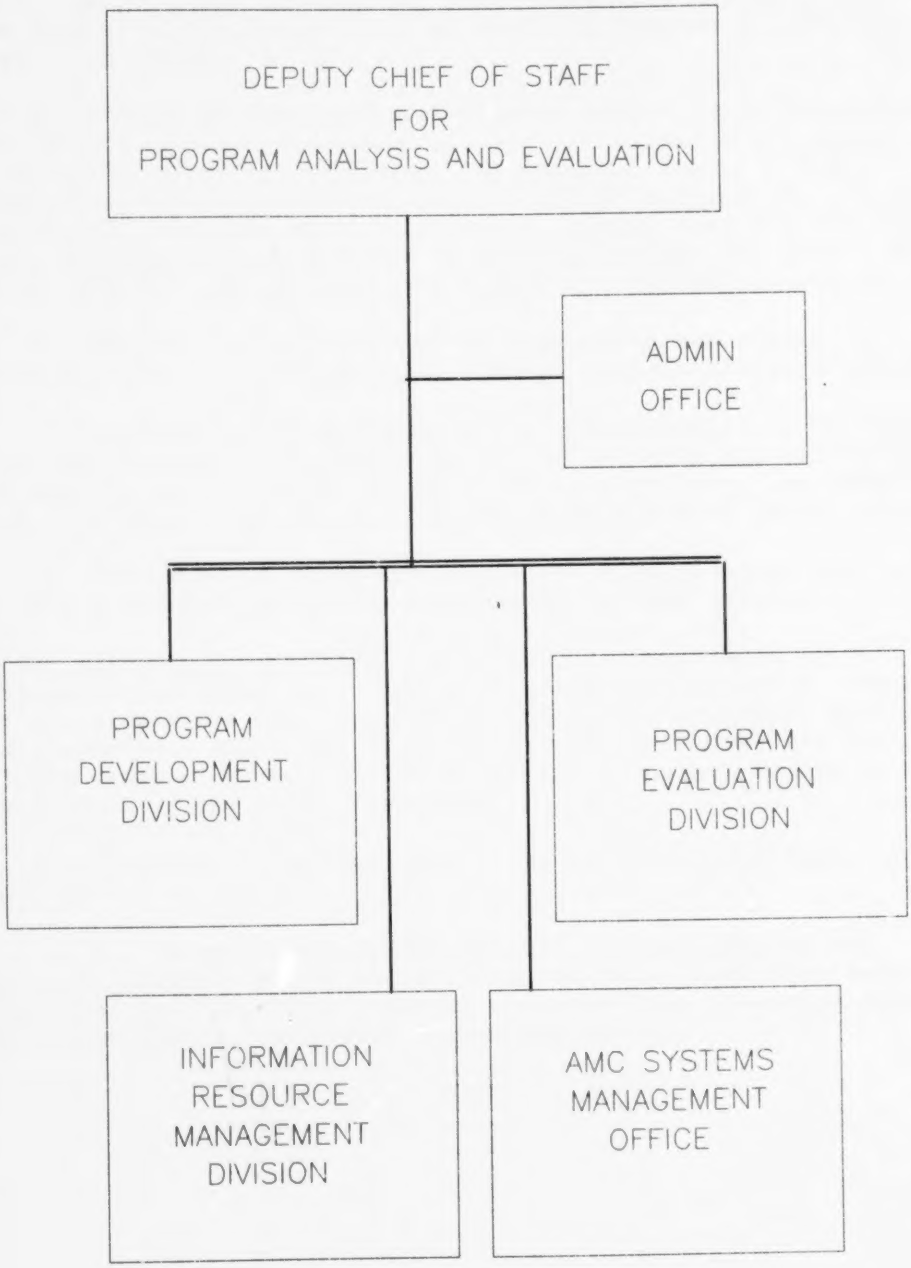
h. Defend findings of AMC CRRC actions before independent audit agencies.

i. Maintain liaison with DOD, DA, Navy, Air Force, and other Federal agencies as well as AMC elements with regard to all matters relating to CRRC actions in the Federal Government.

j. Maintain the AMC portion of the Army Stationing and Installation Plan.

CHAPTER 23

DEPUTY CHIEF OF STAFF FOR PROGRAM ANALYSIS AND EVALUATION


DEPUTY CHIEF OF STAFF FOR PROGRAM ANALYSIS AND EVALUATION
ADMIN OFFICE
PROGRAM DEVELOPMENT DIVISION
PROGRAM EVALUATION DIVISION
INFORMATION RESOURCE MANAGEMENT DIVISION
AMC SYSTEMS MANAGEMENT OFFICE

CHAPTER 23

DEPUTY CHIEF OF STAFF FOR PROGRAM ANALYSIS AND EVALUATION

23-1. Deputy Chief of Staff for Program Analysis and Evaluation. The mission of the Deputy Chief of Staff for Program Analysis and Evaluation (DCSPAE) is to--

a. Provide analysis and evaluation to ensure proper integration and balance of resources across all appropriations in all phases of programming, planning, budgeting, and execution system (PPBES); orchestrate U S. Army Materiel Command's (AMC) programming efforts; provide AMC interface with the Director, Program Analysis and Evaluation, Headquarters, Department of the Army (HQDA), and other commands, offices, and agencies with regard to programming matters.

b. Exercise operational control, supervise, and direct the actions of the U.S. Army Materiel Systems Analysis Activity (AMSAA).

c. Represent the Commanding General (CG) directly to the Deputy Under Secretary of the Army for Operations Research for all technical matters pertaining to analytical research efforts, including the Army functional proponent for the Operations Research Career Program.

d. Orchestrate development of the AMC systems master plan for automated information systems that support the AMC mission.

23-2. Administrative Office. a. Mission. The mission of the Administrative Office is to perform coordination, planning, control, and administrative functions for the Office of the DCSPAE; develop and disseminate DCSPAE policy and operating procedures; and provide a broad range of administrative and personnel support functions in the conduct of day-to-day operations.

b. Functions. The functions of the Administrative Office are to--

(1) Serve as the DCSPAE security officer; develop and implement security policy and guidance; maintain records on security clearances and classified document accountability. Serve as crime prevention officer and perform associated functions.

(2) Formulate and monitor execution of the Operations and Maintenance, Army (OMA) budget that finances civilian manpower spaces and associated costs; and manage elements of resource (EOR) funding. Determine transfer and distribution of funds among EORs.

(3) Develop policy, operating memoranda, and procedures for the DCSPAE.

(4) Maintain the table of distribution and allowances (TDA), and provide guidance to division/office chiefs regarding TDA personnel requirements and authorizations.

(5) Prepare special reports, as required.

(6) Provide input relating to statistics for personnel, Equal Employment Opportunity, awards, and training.

(7) Coordinate DCSPAE actions in support of emergency and contingency plans and operations.

(8) Ensure that training and development plans for civilian employees are prepared annually. Manage the training spaces that are allotted the DCSPAE.

(9) Monitor all awards and performance appraisals for civilian and military employees of the DCSPAE.

23-3. Information Resource Management Division. a. Mission. The mission of the Information Resource Management Division is to provide automation system development and operation expertise in support of program analysis and evaluation.

b. Functions. The functions of the Information Resource Management Division are to--

(1) Evaluate, acquire, install, maintain, and control automation hardware, software, and communication tools for the Office of Program Analysis and Evaluation.

(2) Identify automated systems for use in program analysis and evaluation.

(3) Maintain cognizance of existing and proposed program oriented automated systems; review content for potential utility in program analysis and evaluation; establish interface, as needed.

(4) Develop and apply automated information management tools for statistical, database, graphics, and office automation applications.

(5) Participate in the conduct of analytical studies, and provide automation support to the staff of the Office of Program Analysis and Evaluation.

(6) Represent the Office of Program Analysis and Evaluation at AMC Systems Review Committee (SRC) meetings.

(7) Obtain automated access to externally developed information sources, such as the long-range research development and acquisition plan (LRPDAP), DA and AMC program budget guidance (PBG) and intermediate program objective memorandum (POM) files, research, development, test and evaluation (RDTE), and procurement five-year development plans (FYDPs), and acquisition information management program (AIMP).

(8) Develop and maintain multi-appropriation program data extracts for use in the program analysis and evaluation process. Establish policies and procedures for automation systems control.

(9) Serve as the ADP systems security officer (ADPSSO) for the office of Program Analysis and Evaluation.

(10) Prepare automation and automation security related documentation for the Office of Program Analysis and Evaluation according to applicable regulatory guidance, such as the information management plan (IMP) and security accreditation documentation.

(11) Maintain the Office of Program Analysis and Evaluation automation hardware and software inventory.

23-4. Program Development Division. a. Mission. The mission of the Program Development Division is to direct and prepare integrated, multi-appropriation responses to key events in the DA program/budget process; process will include, but not be limited to, the President's Budget, the POM, the summer/fall issue cycles, the DA LRRDAP, and AMC multi-appropriation special analyses, such as executability and decrement drills. Prepare the CG AMC with program/budget data for four star conferences.

b. Functions. The functions of the Program Development Division are to--

(1) Provide the central point of contact for liaison with HQDA/Office of the Secretary of Defense (OSD). Disseminate issues and decisions to subject matter experts within AMC. Orchestrate the AMC response on multi-appropriation resourcing issues and during the PPBES phases.

(2) Review Army programming and budgeting documents, such as The Army Plan (TAP), Army Guidance Volume II (AG Vol II), selected program budget committee (PBC) memos, etc.; provide data to command group and staffs within AMC as appropriate; prepare recommended AMC priorities and positions.

(3) Prepare Commander's resource management guidance to ensure that command resource programs are consistent with the Commander's priorities and policies. This includes the AMC guidance (AMCG). Lead effort to ensure the guidance is available for resource decisionmaking throughout the command through objective analysis of program, budget, and execution actions, and evaluates accomplishment in each phase of PPBES.

(4) Prepare the AMC Commander's comments to higher headquarters for various resource documents such as the program analysis and resource review (PARR), POM assessment letter, and other documents, as directed.

(5) Develop and recommend revisions to the program budget process through improved methodology and automation.

(6) Prepare and disseminate guidance for total AMC resources analysis (TARA) that integrates all of AMC resources under DA mission areas.

(7) Direct and maintain the crosswalk which relates program development increment package (PDIP), management decision package (MDP), mission areas, and appropriation elements.

(8) Lead AMC interface with HQDA on POM development, and multi-appropriation budget and execution through leadership of the AMC resource objective memorandum control working group (RCWG), identifying points of contact in HQ AMC and MSCs, leading PCWG meetings, maintaining files, and responding to requests for information from various agencies. Provide command group with status reports throughout the POM process and PDM cycles.

(9) Represent DCSAE on the General Officer Steering Committee (GOSC), logistics research and development (LOG R&D).

(10) Integrate LRRDAP/mission area materiel plan (MAMP) processes with LOG-21, and combine all into multi-appropriation programming for presentation to Senior and Executive Resource Action Committees (RAC).

23-5. Program Evaluation Division. a. Mission. The mission of the Program Evaluation Division is to ensure that AMC resource requirements are identified and that planning and programming of available resources result in optimum utilization of those resources.

b. Functions. The functions of the Program Evaluation Division are to--

(1) Provide an independent and objective analysis of materiel system/logistic support programs with primary emphasis on resources.

(2) Develop recommendations on multi-appropriation resource requirements and funding profiles.

(3) Raise critical funding issues to the attention of the appropriate authorities.

(4) Ensure overall multi-appropriation integration and balance of resources and requirements and adherence to CG AMC, programming guidance.

(5) Participate in command operating budget (COB); PARR; budget and program resources review (BPRR); modernization resource information submission (MRIS) development and defense; POM building; issue cycles; decrement/executability/business sense drills; TARA; LRRDAP; MAMP; four star reviews; and Commander's conferences.

(6) Perform/coordinate resource integration and balance between mission areas, systems, functions, appropriations, MSCs, etc.

(7) Provide HQ AMC staff analysis, review, integration, and coordination for all actions that have planning and programming implications.

(8) Perform and/or coordinate reviews/assessments of PPBES-related events to determine the impact of resource decisions, and recommend appropriate courses of action to the AMC command group.

(9) Obtain resource management information from HQDA on major issues of DA, OSD, Office of Management and Budget (OMB), and Congressional interest, and evaluate and/or disseminate to the AMC CG, staff, and major subordinate commands (MSCs).

(10) Provide support to the LRRDAP/MAMP AMC core team.

(11) Perform analytical studies for the command group, as required.

(12) Develop modeling and operations research system analysis (ORSA) techniques to provide accurate and timely support to resourcing decisions.

(13) Review all AMC resource programs to ensure balance and makes recommendations on resource allocations; provide analytical support, as necessary.

(14) Review and comment on all major programming and reprogramming initiatives.

(15) Initiate analyses of selected AMC programs.

(16) Defend or assist in the defense of major AMC programs with resources in the POM years.

(17) Perform command-wide analysis of Army programming documents, resource documentation, and selected issues in order to develop command priorities and issues; keep the command group informed; influence the resource decisionmaking process; respond to higher headquarters, as required.

(18) Provide interface with MSCs.

23-6. AMC Systems Management Office. a. Mission. The mission of the AMC Systems Management Office is to--

(1) Develop overall AMC systems master plan for functional requirements and plans for automated information systems that support the AMC mission of equipping and maintaining the Army.

(2) Integrate functional requirements for automated information systems concepts and plans across all functional areas of AMC.

(3) Act as AMC coordinating office to provide resource, planning guidance, and support to functional systems review committees.

(4) Establish controls to ensure program and resources for AMC automated information systems development and support are executed according to established priorities, and provide program visibility across all appropriations.

(5) Oversee the preparation of economic analyses of AMC automated information systems initiatives and monitor the reporting of savings associated with those initiatives.

(6) Conduct reviews and maintain visibility of new system design initiatives and changes/enhancements to deployed systems in the decision process.

(7) Provide AMC command focal point for functional automated systems requirements and related issues in contacts with outside agencies.

(8) Review and analyze performance of AMC automated information systems design activities against established functional requirements and priorities, and recommend corrective actions, as necessary.

b. Functions. The functions of the AMC Systems Management Office are to--

(1) Participate in the AMC Automation System Review Committees.

(2) Develop and issue functional guidance and direction for automated information system planning and data management within AMC.

(3) Coordinate and issue detailed policy guidance, integrate functional automated information requirements, and plans resulting from command group direction.

(4) Create and maintain a business model for all functional areas of AMC, and update by preparing functional automation objectives documents.

(5) Develop and maintain the AMC data architecture plan and the AMC functional systems architecture plan while ensuring functional compatibility with the supporting ADP architecture plan.

(6) Publish the AMC systems master plan incorporating acquisition plans of AMC automated systems developed by project managers and others.

(7) Provide reports on the overall status of new AMC automated information system development, changes and/or enhancements to deployed systems, and specific project status information to the logistics systems review committee, resource management systems review committee, and acquisition systems review committee.

(8) Receive, analyze, consolidate, and prepare summary supporting budget schedules; submit and defend all program requirements for AMC automated information systems development and support.

(9) Act as technical approving authority for the release of AMC automated information systems development and support funding in according to command group priorities.

(10) Develop allocation and distribution plan for AMC automated information systems resources in coordination with appropriation managers.

(11) Evaluate execution and recommend adjustments to resource allocation for AMC automated information systems development and support according to established priorities and command group direction.

(12) Compare AMC automated information systems program performance against obligation plans.

(13) Oversee the preparation of economic analyses of AMC automated information systems initiative, and forward analyses to the Deputy Chief of Staff for Resource Management for review and evaluation.

(14) Monitor identification and reporting of applicable validated savings in budget submissions through appropriate productivity channels.

(15) Conduct in-house, AMC-level management reviews of functional automated information systems, including major automation systems.

(16) Serve as proponent of data base providing visibility of all AMC automated information systems.

(17) Provide AMC central point of contact in the area of functional systems requirements and related issues for higher headquarters, external audit, other agencies/offices, and automated information acquisition executives.

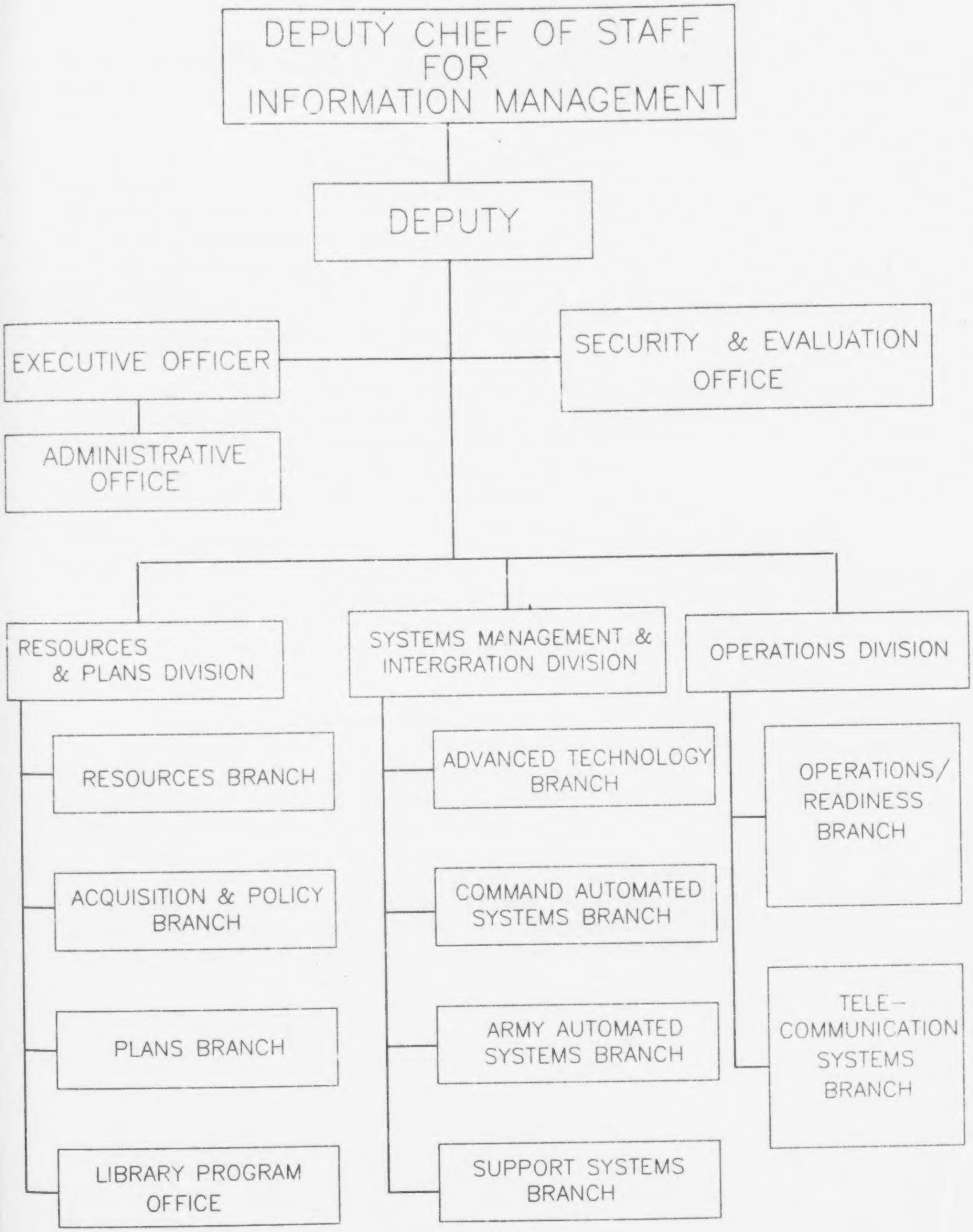
(18) Use cost and schedule reports to review systems developers' performance for AMC, and analyze performance trends of AMC automated information systems design activities.

(19) Act as principal advisor to the AMC automated systems review committee and supports the chairperson in planning and conducting meetings, and follow-up on directed actions.

(20) Manage the automated systems development prioritization process for the AMC Automated Systems Review Committee.

CHAPTER 24

DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT


DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT
DEPUTY
EXECUTIVE OFFICER
ADMINISTRATIVE OFFICE
SECURITY & EVALUATION OFFICE
RESOURCES & PLANS DIVISION
RESOURCES BRANCH
ACQUISITION & POLICY BRANCH
PLANS BRANCH
LIBRARY PROGRAM OFFICE
SYSTEMS MANAGEMENT & INTERGRATION DIVISION
ADVANCED TECHNOLOGY BRANCH
COMMAND AUTOMATED SYSTEMS BRANCH
ARMY AUTOMATED SYSTEMS BRANCH
SUPPORT SYSTEMS BRANCH
OPERATIONS DIVISION
OPERATIONS/ READINESS BRANCH
TELE-COMMUNICATION SYSTEMS BRANCH

CHAPTER 24

DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT

24-1. Deputy Chief of Staff for Information Management. The mission of the Deputy Chief of Staff for Information Management (DCSIM) is to--

a. Serve as the principal information management staff officer within the U.S. Army Materiel Command (AMC) to advise and assist the Commanding General (CG), AMC, in the planning and developing of information management concepts, objectives, policies, projects, systems, methods, and budgets required for the achievement of the AMC mission. The Information Mission Area (IMA) includes automation, communications-electronics, libraries, records management, printing/publications, and visual information (VI).

b. Direct and control the AMC IMA activities pertaining to nontactical information management (IM) operational and mobilization planning, policy and program development, and the requirements determination to ensure the adequacy of support for the command and control of the AMC logistics mission.

c. Monitor the current IMA operations in support of AMC mission activities and intervenes to resolve operational problems. Analyze the operational performance of IMA facilities, initiate improvements and coordinate the implementation of performance enhancing facilities and procedures. Coordinate the introduction of advanced techniques in IMA operations.

d. Direct and control the operation and maintenance portion of the AMC signal security/automation security programs that include provision of technical assistance and guidance in the areas of communication security (COMSEC), electronic security, TEMPEST, and the command inspection of COMSEC accounts.

e. Review, develop, coordinate, validate, and monitor the AMC/U.S. Army Information Systems Command (USAISC)-AMC annual IMA programs and budgets. Coordinate the programming, budgeting and funding of those resources for reimbursement to USAISC.

f. Provide control and coordination of the IMA in support of the AMC mission during exercises and contingencies.

g. Serve as the career program manager for the career programs of automated data processing (ADP), communications, libraries, records management; and serve as advisor for the career program of public affairs/communications media.

h. Exercise direction and control over the AMC central system design activity, USAMC Systems Integration and Management Activity (SIMA), and designated AMC data banks and centers.

24-2. Administrative Office. a. Mission. The mission of the Administrative Office is to--

(1) Provide administration of personnel, security, logistics, training, safety, morale support, protocol, historical, and public affairs.

(2) Provide command-wide administration of safety, historical, and public affairs matters.

(3) Be responsible for coordinating administrative requirements across the Headquarters staff.

b. Functions. The functions of the Administrative Office are to--

(1) Provide internal personnel services, including--

(a) Maintaining personnel records/files, preparing personnel documents, processing personnel actions.

(b) Supervising, advising in regard to, and maintaining time and leave records.

(c) Compiling, analyzing, and reporting sick leave usage.

(d) Maintaining individual training plans and advising personnel on training courses.

(e) Processing security clearance matters of military and civilian personnel.

(f) Developing, monitoring, and reporting on the Equal Employment Opportunity Plan for DCSIM.

(g) Reviewing, tracking, and monitoring the DCSIM incentive awards program.

(2) Provide mail and records services, including mail distribution and control; track official correspondence through the automated suspense tracking system; maintain and update address indicator groups (AIGs) and distribution circulars/lists; administer the records management program for DCSIM.

(3) Provide office services, including management and control of DCSIM office space; requisition and distribute office supplies and equipment; managing, coordinating and control the telephone services required by DCSIM personnel.

(4) Requisition, maintain, and distribute external publications; arrange for publication of internal issuances maintain collection of forms and regulations for DCSIM.

(5) Develop and prepare administrative policies and procedures for DCSIM.

(6) Coordinate and maintain the DCSIM table of distribution and allowances (TDA) and mobilization TDA; administer DCSIM individual mobilization augmentee training program; coordinate and maintain DCSIM mission and functions statements.

(7) Provide a variety of other common services, e.g., coordination of DCSIM segments of fund drives, blood donor drives, bond drives, etc; coordinate and disseminate safety information to DCSIM personnel; coordinate and perform liaison with the AMC Welfare Committee; coordinate and perform liaison with ISC on matters of public affairs/information; perform liaison with building administrator.

(8) Develop, coordinate, and operate a personnel performance review and analysis system for USAISC-AMC.

(9) Plan and administer the duplicate emergency files program.

(10) Prepare historical reports; provide historical reference and information services.

24-3. Security and Evaluation Office. a. Mission. The mission of Security and Evaluation Office is to--

(1) Inspect the executiond compliance of ISC-AMC IMA plans and policies.

(2) Be responsible for the development and implementation of the IMA Inspection Program, IMA Internal Review Program, and the IMA Internal Control Program.

(3) Be proponent office for all audits, inspections, reviews, and general inspections within DCSIM/ISC-AMC.

b. Functions. The functions of the Security and Evaluation Office are to--

(1) Have office chief to serve as the IMA security manager. Develop and implement IMA security policy and planning for the Commander, ISC-AMC.

(2) Conduct annual command COMSEC inspections, ensuring that corrective action is taken.

(3) Direct and control the implementation, execution, and evaluation of the IMA automation security program and IMA signal security program.

(4) Develop and implement the command inspection program. As part of the command inspection program, conduct regulatory required ADP management reviews.

(5) Develop and implement the IMA Internal Control Program.

(6) Develop and implement the IMA Internal Review Program.

(7) Be responsible for investigation of serious incidents and security violations.

(8) Have staff responsibility for the review, coordination, and preparation of response for all internal and external investigations/inspections.

(9) Prepare inspection reports and reviews responses.

(10) Serve as focal point for development of command IMA positions and responses.

(11) Compile, evaluate, and manage command review and analysis program.

24-4. Resources and Plans Division. a. Mission. The mission of the Resources and Plans Division is the overall planning, acquisition, and management of resources.

b. Functions. The functions of the Resources and Plans Division are to--

(1) Provide procedural advice and assistance to civilian personnel offices (CPOs) servicing USAISC-AMC subordinate activities.

(2) Administer overall civilian/military training plans and programs, establish objectives, and monitor execution of subordinate training programs.

(3) Be responsible for IMA career management program support.

(4) Be responsible for managing the IMA intern programs throughout the command.

(5) Develop, maintain, and monitor command memoranda of understanding, intra/interservice support agreements, and civilian personnel support agreements.

(6) Be responsible for the review and processing of Equal Employment Opportunity (EEO) related matters throughout IMA.

(7) Manage the performance management recognition system (PMRS) program throughout USAISC-AMC.

(8) Provide staff supervision and technical guidance for library services throughout AMC.

(9) Formulate policies, plans, and procedures for the organization and operation of the AMC library program.

(10) Conduct staff visits and provide assistance to commanders in organizing and operating morale support and technical libraries.

(11) Prepare AMC guidance in the form of regulations, circulars, memoranda, and related materials for the morale support and technical libraries.

(12) Serve as the command manager for the librarian career program.

(13) Coordinate and maintain liaison with DA, DOD, Federal agencies, professional and educational organizations, and civilian authorities in library matters.

(14) Coordinate/participate in Army, DOD, and other conferences for in-service training of library personnel.

(15) Represent Army/AMC on the Federal Library Committee (FLC), FLC's Subcommittee on Personnel, Army Library Committee, DA Career Planning Board and Screening Panel for Librarians.

(16) Develop, coordinate, plan, execute, and manage consolidated acquisitions of information resource requirements for all IMA disciplines in the sustaining base.

(17) Provide policy, guidance, and technical assistance to the command in the acquisition of information resources, consistent with the Federal Information Resource Management Regulation (FIRMR) and Federal Acquisition Regulation (FAR) with supplements.

(18) Serve as the principal office of responsibility for representation on source selection councils and source selection evaluation boards. Develop and coordinate the command position on all solicitations issued in support of consolidated IMA requirements being acquired by ISC or other DOD procurement active acquisition of information with the Federal Information Resource Management Regulation (FIRMR) and Federal Acquisition Regulation (FAR) with supplements.

(19) Serve as the principal office of responsibility for representation on source selection councils and source selection evaluation boards. Develop and coordinate the command position on all solicitations issued in support of consolidated IMA requirements being acquired by ISC or other DOD procurement activn mission areas for both HQ AMC and ISC-AMC. Provide the focal point for the review,

interpretation, and implementation of IMA policies and procedures issued by higher headquarters. Provide principal representation to higher headquarters on all IMA policy and procedure matters.

(20) Manage, execute, control, and provide guidance for all information resource requirement approvals according to published life cycle management policies and procedures from the Information Management Master Plan (IMMP) approval stage up to the operational stage. Participate in Major Automated Information Systems Review Council (MAISRC) actions at AMC, ISC, DA, and DOD as required for major system approvals.

(21) Manage and control the excess reporting and reutilization screening of all IMA equipment resources for the command.

(22) Review, evaluate, analyze, and implement higher headquarters planning, architecture, IMP, IMA standards. Serve as command representative on related matters.

(23) Develop, maintain, manage, and promulgate command guidance, direction, and position on matters pertaining to IMA plans, architecture, IMP, and standards.

(24) Review, evaluate, and analyze subordinate activities planning, architecture, IMP, IMA standards for accuracy, completeness, and compliance with directives governing such matters.

(25) Develop and promulgate command IMP guidance, and maintain command IMP master file.

(26) Develop, validate, prioritize, coordinate, staff, and submit command IMP.

(27) Develop, coordinate, review, validate, and manage all Military Construction Army (MCA)/Minor Military Construction Army (MMCA) programs, projects, and submissions to ensure inclusion of IMA support services and resource requirements. Serve as the IMA command point of contact and representative to the AMC, ISC, and Corps of Engineers (COE) military construction working groups. Manage the information system standard facility design and construction program for the command.

(28) Develop and maintain ISC-AMC Mobilization Plan.

(29) Consolidate, coordinate, prepare, submit and defend command operating budget (COB), program analysis resource review (PARR), and program objective memorandum (POM) submission for AMC IMA requirements.

(30) Consolidate, coordinate, prepare, submit and defend COB, PARR, and POM submissions for AMC VI, printing, records management, and telecommunications requirements.

(31) Track the execution of AMC funds in support of all IMA functions.

(32) Serve as program director for all assigned Army Management Structure (AMS) codes in IMA with the exception of AMC ADP AMS codes.

(33) Prepare, review, and submit consolidated funding reports to higher headquarters and/or within HQ AMC.

(34) Review and analyze short- and long-range plans, concepts, and objectives for identification of IMA resources and impacts.

(35) Determine relative funding priority of IMA functions in coordination with HQ AMC and HQ 7th Signal Command staff elements and subordinate activities.

(36) Be responsible for distributing both reimbursable and direct workyear targets to subordinate activities. Monitor workyear use and make adjustment to targets.

(37) Review, approve, and submit changes in organization, requirements, and authorizations to the TDAs and mobilization TDAs.

(38) Review and approve requests for temporary and permanent overhires from USAISC-AMC subordinate activities.

(39) Develop both fiscal and manpower policies according to higher headquarters and HQDA guidance.

(40) Provide all budgetary functions for DCSIM. Interpret guidance; develop the DCSIM budget annually; monitor and analyze all expenditures of funds; maintain ledgers and reconcile expenditures;

briefs DCSIM Budget Committee; maintain the DCSIM budget database; forecast future requirements; process all requests for expenditure of funds for travel, training, and supplies. Certify fiscal year end financial reports; prepare year-end financial status report for DCSIM.

(41) Consolidate, coordinate, prepare, submit, and defend the Army COB/program resource review submission in support of workplace automation within HQ AMC. Interpret issues and detailed guidance to HQ AMC DCS/staff elements for preparation of Army COB/ program resource review. Distribute and monitor budget execution at the AMS program level. Prepare and submit consolidated funding requirements to higher headquarters.

(42) Direct and coordinate activities of the AMC equipment manuals council.

(43) Exercise staff supervision and functional direction over the AMC Materiel Readiness Support Activity and Catalog Data Agency for assigned equipment publications activities.

(44) Manage the DA Equipment Publications Program. This includes development of policies and procedural guidance, DA participation in similar joint and DOD programs, and fostering research programs that will provide knowledge, information, or improved concepts and procedures for presenting information in equipment publications.

(45) Staff IMA productivity investment program submissions with the functional proponents.

24-5. System Management and Integration Division. a. Mission. The mission of the Systems Management and Integration Division is the overall management of the command IMA system planning, technology acquisition, and major information systems standardization and integration.

b. Functions. The functions of the Systems Management and Integration Division are to--

(1) Be responsible for the IMA staff investigation, evaluation, and dissemination of IMA technology advances and identification of sources of new technology for command application.

(2) Research, analyze, and evaluate artificial intelligence and expert systems technology. Develop implementing procedures.

(3) Provide staff and command technical guidance for the management and development of database management technology.

(4) Investigate, analyze, and develop procedures to integrate and utilize design automation tools.

(5) Research and develop integration procedures for information supply system technology.

(6) Investigate, evaluate, and develop integration procedures for holographic computer technology.

(7) Manage super-computer architectures according to program manager (PM) and program executive officer (PEO).

(8) Investigate, evaluate, and develop command integration procedures for emerging technologies such as optical-chip and voice-recognition applications.

(9) Develop procedures and provide staff oversight for AMC Data Element Dictionary. Investigate data dictionary technology and develop command standards.

(10) Research, analyze, and evaluate artificial intelligence and expert systems technology. Develop implementing procedures.

(11) Manage, develop, and integrate decision support systems into the functional users systems and environment.

(12) Manage and develop plans for the proliferation of workplace automation concepts throughout AMC.

(13) Serve as proponent for the implementation of automated training concept and systems.

(14) Manage, develop, and implement policy on the use and development of information system planning (ISP) business models.

(15) Manage the development, deployment, and redesign of DOD and DA IMA mission systems.

(16) Manage the development, deployment, and redesign of MACOM/intermediate command mission systems.

(17) Review, evaluate, and approve IMA systems IMPs.

(18) Implement IMA major systems policy and procedures to ensure that all systems are managed according to DOD life cycle policies.

(19) Develop, implement, and monitor policy that supports the ADA programming environment.

(20) Develop, plan, and direct policy and procedural guidance for the AMC IMA Configuration Management Program.

(21) Monitor funding of command IMA systems to ensure obligation of funds are made in a timely manner.

(22) Develop and integrate AMC records management program, electronic recordkeeping system, VI systems, and printing and publications technology.

(23) Review, analyze, evaluate, coordinate, and approve TV/motion picture annual production requirements and production requests. Coordinate annual investment VI equipment and funding requirements.

24-6. Operations Division. a. Mission. The mission of the Operations Division is to monitor the performance of ISC-AMC IM operations/maintenance on a daily basis; assist in the resolution of any outstanding problems, when necessary; and report status to the commander USAISC-AMC. Specifically, the mission is to ensure day-to-day and long-range operations are effective in supporting AMC requirements; manage all IM contingency/readiness/coop/exercise operations and planning ISC-AMC; be responsible for the direct supervision of the Defense Metropolitan Area Telephone Systems (DMATS) at St. Louis, MO, and Boston, MA.

b. Functions. The functions of the Operations Division are to--

(1) Provide communications personnel to the AMC surety program for nuclear/chemical inspections throughout specific AMC sites.

(2) Direct all planning and operational activities for DMATS.

(3) Staff supervise the ISC-AMC telephone mobile maintenance team. Develop planning and budgetary input to support this requirement.

(4) Perform regulatory logistics functions in all IM areas. Provide day-to-day guidance and assistance in property books, supply and maintenance of all IM fielded equipment. Monitor operations of the Army Resource Planning Management Information System (ARPMIS).

(5) Maintain the Reports Control Program.

(6) Implement, monitor, and coordinate the CONUS Telephone Modernization Program (CTMP) for ISC-AMC.

(7) Implement, monitor, and supervise the ISC-AMC commercial activities (CA) program.

(8) Receive, validate, and monitor requests for service (circuits and/or equipment).

(9) Implement, assist, and provide guidance to the publications, records management, and VI programs throughout ISC-AMC.

(10) Participate in contingency, readiness, COOP, mobilization, exercise planning and operations. Function as the IM representative for ISC and AMC.

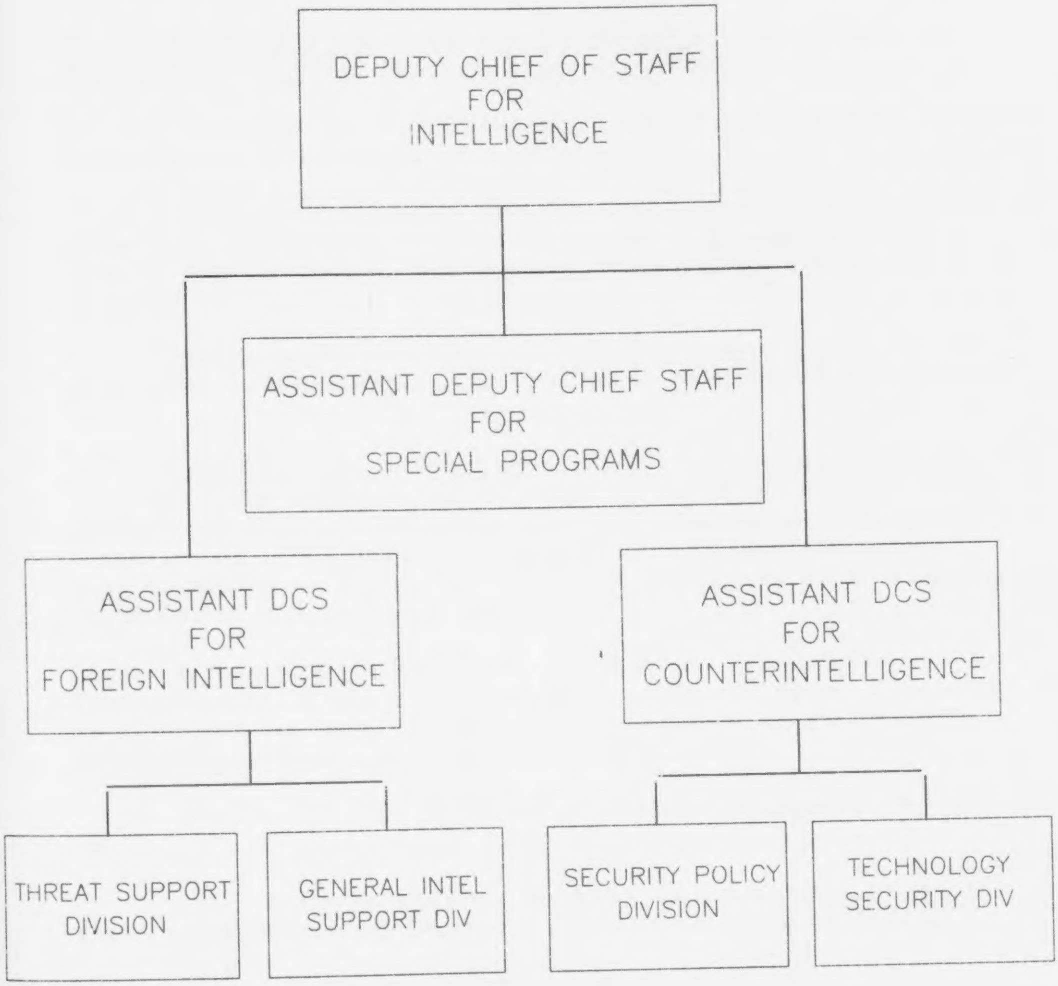
(11) Develop and promulgate operational procedures and guidance according to ISC Communications Command Pamphlet and 105-1, Information Systems Automated Status Report.

(12) Implement and monitor the AMC secure telephone unit (STU) III modernization program within AMC.

(13) Be responsible for the expansion of the AMC video teleconferencing network.

CHAPTER 25

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE


DEPUTY CHIEF OF STAFF FOR INTELLIGENCE
ASSISTANT DEPUTY CHIEF STAFF FOR SPECIAL PROGRAMS
ASSISTANT DCS FOR FOREIGN INTELLIGENCE
ASSISTANT DCS FOR COUNTERINTELLIGENCE
THREAT SUPPORT DIVISION
GENERAL INTEL SUPPORT DIV
SECURITY POLICY DIVISION
TECHNOLOGY SECURITY DIV

CHAPTER 25

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE

25-1. Deputy Chief of Staff for Intelligence. The mission of the Deputy Chief of Staff for Intelligence (DCSINT) is to--

a. Formulate and direct the execution of intelligence, counterintelligence, and security countermeasures.

b. Formulate and direct special access programs policies and procedures required to support and protect U.S. Army Materiel Command (AMC) research, development, acquisition, and readiness programs.

c. Serve as AMC activity director for Operation and Maintenance, Army Budget Program 3(I), including code 315128 and parts of 380000.

25-2. Assistant Deputy Chief of Staff for Foreign Intelligence. The mission of the Assistant Deputy Chief of Staff for Foreign Intelligence (ADCSINT-F) is to assist in formulating and directing the execution of intelligence policies, including civilian career program management, required to support AMC research, development, acquisition, and readiness programs.

25-3. Threat Support Division. a. Mission. The mission of the Threat Support Division is to ensure that intelligence information is developed and used throughout AMC in support of AMC research, development, acquisition, and readiness programs.

b. Functions. The functions of the Threat Support Division are to--

(1) Evaluate adequacy of intelligence support to AMC elements and develops any necessary remedial policies or actions.

(2) Provide intelligence support to HQ AMC.

(3) Assess adequacy of the use of intelligence by AMC.

(4) Provide research, development, acquisition, and readiness managers suggested courses of action based on intelligence.

(5) Represent AMC within intelligence community.

(6) Guide intelligence staff elements of AMC in execution of Department of Defense (DOD), Department of the Army (DA), and AMC policies.

25-4. General Intelligence Support Division. a. Mission. The mission of the General Intelligence Support Division is to assist in the formulation of policies and direct the execution of the General Defense Intelligence and Foreign Materiel Exploitation Programs within AMC, to manage AMC intelligence requirements, and to conduct highly specialized threat support activities.

b. Functions. The functions of the General Intelligence Support Division are to--

(1) Evaluate the adequacy of intelligence products to satisfy the requirements of AMC.

(2) Review technical and programmatic response of intelligence community to AMC requirements. Recommend any required corrective actions.

(3) Direct AMC activities in acquisition and exploitation of foreign materiel.

(4) Exercise staff cognizance and evaluate performance of Intelligence Materiel Activity and Science and Technology Centers in Europe and Japan.

(5) Ensure that AMC intelligence requirements are identified, documented, and submitted, and that they receive national priorities commensurate with supported AMC programs.

(6) Provide specialized threat support to non-system AMC programs and projects.

25-5. Assistant Deputy Chief of Staff for Counterintelligence. The mission of the Assistant Deputy Chief of Staff for Counterintelligence (ADCSINT-C) is to assist in formulating and directing the execution of counterintelligence and security countermeasures policies and procedures required to support AMC research, development, acquisition, and readiness programs.

25-6. Security Policy Division. a. Mission. The mission of the Security Policy Division is to manage the establishment and maintenance of effective internal security and domestic intelligence and counterintelligence programs.

b. Functions. The functions of the Security Policy Division are to--

(1) Analyze, develop, and provide overall policies and procedures for the AMC information, industrial, operations, automation, personnel, signals, and communication security programs.

(2) Coordinate the production and dissemination of domestic intelligence and the acquisition of counterintelligence services in support of Army technical surveillance countermeasures, subversion and espionage directed against the U.S. Army, and terrorism counteraction programs.

(3) Coordinate the execution of military operations and plans having internal security or domestic intelligence/counterintelligence impact.

(4) Manage the AMC security administration career program.

25-7. Technology Security Division. a. Mission. The mission of the Technology Security Division is to manage the establishment and maintenance of effective programs for the protection of militarily critical technology and implementation of the National Disclosure Policy.

b. Functions. The functions of the Technology Security Division are to--

(1) Analyze, develop, and provide overall policies and procedures for early identification and protection of critical technologies during the development and life cycle of a system.

(2) Coordinate the development of Weapons System Technical assessments and advanced technology assessment reports on state-of-the-art technologies.

(3) Coordinate technical representation to HQDA and DOD coordinating committee and interagency working groups on international technology transfer and militarily critical technologies. Serve as the Army member to the DOD Critical Technology Coordinating Committee and the DA Technology Control Panel.

(4) Develop and maintain Army database for determining commodity specific disclosure guidance.

(5) Administer the Foreign Disclosure Program to facilitate the exchange of information between the U.S. Army and foreign governments in the areas of munitions and materiel, applied research and development, and production information.

25-8. Assistant Deputy Chief of Staff for Special Programs.

a. The mission of the Assistant Deputy Chief of Staff for Special Programs (ADCSINT-P) is to assist in formulating and directing the execution of special programs policies required to support AMC research, development, acquisition, and readiness programs and to provide policy and direction for the establishment, maintenance, oversight, and control of special-access programs (SAP), limited special-access programs (LSAP), and other sensitive programs having special security implications operating in AMC.

b. Functions. The functions of the Assistant DCS for Special Programs are to--

(1) Serve as the AMC focal point for all SAP actions, investigations, and findings and other sensitive programs having special security implications.

(2) Serve as the AMC central registration point for all SAPs, LSAPs, and sensitive programs having special security implications.

(3) Implement DOD and HQDA SAP policies and establish AMC SAP policies.

(4) Coordinate all SAP reviews at HQ AMC and HQDA to include special access program oversight committees (SAPOCs), working SAPOCs, and Technical Oversight Board.

(5) Serve as executive secretary to AMC SAPOC, working DA SAPOC, and Technical Oversight Board.

(6) Serve as the primary AMC representative to the DA working SAPOC.

(7) Coordinate foreign intelligence, threat, and security support to AMC SAPs.

(8) Provide assistance and oversight of all security and counterintelligence support for SAPs and LSAPs within AMC.

(9) Coordinate secure communications requirements for special programs within AMC.

(10) Serve as the billet manager for AMC SAPs.

CHAPTER 26

COMMON FUNCTIONS OF ADMINISTRATIVE OFFICES

26-1. Internal administrative functions. Incernal administrative functions are not included for Headquarters, U.S. Army Materiel Command (HQ AMC), elements. (Where an "administrative office" has been established to carry out such functions for a Deputy Chief of Staff (DCS)/Office, it is shown on the appropriate organization chart.)

26-2. Common functions. The functions common to HQ AMC administrative offices are to--

a. Provide internal personnel services, including maintaining personnel records, assisting in preparing personnel documents, and processing personnel actions; supervising, advising in regard to, or maintaining time and leave records; coordinating training plans and keeping schedules; and keeping records of membership on committees and boards.

b. Provide mail and records services, including mail distribution and control; follow up on action papers; and administer the records management program.

c. Provide office services, including control of office space; requisition and distribute office supplies and equipment; keep related records; and provide liaison with the DCS for Engineering, Housing, and Installation Logistics on maintenance of office equipment, telephone service, and similar activities.

d. Provide directive and library services, including ordering and distributing external publications, arranging for publication of internal issuance, and keeping a central library of directives and publications.

e. Provide research and editorial assistance to DCS/Office organizational entities.

f. Prepare administrative policies and procedures for the DCS/Office.

g. Provide a variety of other common services, e.g., coordination of DCS/Office segments of fund drives and of safety, civil defense, blood donor, and incentive awards programs.

CHAPTER 27

COMMAND HISTORY

In February 1962, the Secretary of Defense, Robert S. McNamara, approved a plan for the reorganization of the Department of the Army (DA) that established the U.S. Army Materiel Command (AMC). The purpose of this new organization was the centralization and standardization of continental United States (CONUS) materiel and logistics functions to improve efficiency and economy. It resulted directly from recommendations on Army organization made by the Office, Secretary of Defense (OSD), Project 80 Study Group, under the leadership of Mr. Leonard W. Hoelscher, Deputy Comptroller of the Army. The formalization of the study group's work materialized with the issuance of DA General Orders 23, 4 May 1962, that established AMC as a major Army command (MACOM) effective 8 May 1962, with responsibilities for the life-cycle management of Army materiel.

a. Lieutenant General Frank S. Besson, Jr., the first Commanding General (CG), AMC, directed the planning that led to the activation of the command on 1 July 1962 and its assumption of an operational status on 1 August 1962. Five major subordinate commodity commands (the U.S. Army Electronics, Missile, Mobility, Munitions, and Weapons Commands) and two major subordinate functional commands (the U.S. Army Supply and Maintenance Command and the U.S. Army Test and Evaluation Command (TECOM)) were activated and became operational on the same dates. Headquarters (HQ), AMC, functions for supply, maintenance, and transportation were delegated to the U.S. Army Supply and Maintenance Command. Provisions for the intensive management of special projects across commodity and functional lines was a major feature of AMC organization, exemplified by the establishment of 36 project managerships during the command's first year.

b. After the achievement of initial standardization of the supply and maintenance system in March 1965, General Besson directed the early collection of the HQ of the U.S. Army Supply and Maintenance Command with HQ AMC and the eventual merger of these two headquarters. Collocation was completed 5 May 1965, and on 1 July 1966, the HQ U.S. Army Supply and Maintenance Command merged with HQ AMC.

c. On 10 March 1969, General Ferdinand J. Chesarek assumed command of AMC. On 2 June 1969, in keeping with the changing climate of defense requirements, such as U.S. Army ownership and management of selected secondary items in overseas depots and responsibility for the worldwide management of depot maintenance, General Chesarek established a Deputy Commanding General (DCG) for Materiel Acquisition and a DCG for Logistic Support, with command supervision in their respective areas. General Chesarek assigned to the principle deputy the responsibility for supervision of command resources and reaffirmed the position of the Deputy for Laboratories. General Chesarek also provisionally combined the Directorates for Materiel Requirements and Procurement and Production to form the Directorate for Requirements and Procurement. The general substantially reduced the number of project managerships and reassigned most of the remaining project managers to the commodity commands.

d. General Henry A. Miley, Jr., assumed command of the AMC on 1 November 1970, following a brief tour as DCG under General Chesarek and several years as Assistant Deputy Chief of Staff for Logistics (Programs and Budget). Lieutenant General W. W. Vaughan became DCG, USAMC, on 10 November 1970.

e. Some significant organizational changes occurred in 1973. The U.S. Army SAFEGUARD Logistics Command was discontinued on 15 January. On 1 April, the U.S. Army Mobility Equipment Command (MECOM) was redesignated as the U.S. Army Troop Support Command (TROSCOM), and effective 30 June 1973, the U.S. Army Natick Laboratories was assigned to TROSCOM. Effective 1 July, the U.S. Army Munitions Command (MUCOM), the U.S. Army Weapons Command (WECOM), and the U.S. Army Small Arms Systems Agency were merged into a new U.S. Army Armament Command (ARMCOM).

f. General John R. Deane, Jr., assumed command of the AMC on 12 February 1975. General Vaughan, the DCG, had served briefly as CG following General Miley's departure on 8 February 1975.

g. Sweeping changes in both the Headquarters and the field structure of AMC got underway in 1975, following the issuance of the report of the Army Materiel Acquisition Review Committee (AMARC) in April 1974. The major features of the new structure were--

(1) A much smaller "corporate-type" headquarters.

(2) Decentralization to the field of operational and decisionmaking functions.

(3) Division of the commodity commands along two major functional lines, materiel development and supply and support.

Plans for creating the new HQ AMC organization, over the next 18 months, were announced 30 July 1975, and work on this reorganization got underway.

h. On 23 January 1976, in recognition of the proposed "new way of doing business," AMC was redesignated the U.S. Army Materiel Development and Readiness Command (DARCOM). Six months later, on 1 July 1976, the headquarters organization was reduced from 2,128 to 1,294 employees. With operating functions delegated to the field, the new "corporate" headquarters was to concentrate on planning, policy formulation, resource allocation, and evaluation. To provide a focal point under the new system for command and control of the Army depots, the U.S. Army Major Item Data Agency (MIDA) at Chambersburg, PA, was redesignated to U.S. Army Depot System Command (DESCOM), effective 1 September 1976.

i. In the meantime, on 7 March 1975, the U.S. Army Mobility Equipment Research and Development Center at Fort Belvoir, VA, and the U.S. Army Natick Laboratories at Natick, MA, had been relieved from TROSCOM and established as separate centers. Both were subsequently (23 January 1976) redesignated separate research and development commands, MERADCOM and NARADCOM, respectively.

j. An explosive growth in foreign military sales in the 1970s brought a stream of changes in the organizations and procedures for handling DARCOM's responsibilities in this area. In October 1975, the U.S. Army International Logistics Command (USAILCOM), representing a merger of the Directorate for International Logistics, AMC, and the International Logistics Center at New Cumberland, PA, was established as a separate command. Later, on 1 November 1977, it was redesignated the U.S. Army Security Assistance Center (USASAC).

k. With the retirement of General Deane on 31 January 1977, Lieutenant General George Sammet, Jr., the DCG for Materiel Development, assumed interim command of DARCOM pending the arrival from Japan of the new commander-designee, John R. Guthrie. General Guthrie, who had served as the AMC DCG for Materiel Acquisition in the early 1970s, assumed command of DARCOM on 18 May 1977.

l. The division of the five major commodity commands according to their principal functions for materiel readiness and for research and development began with the Tank and Automotive Command (TACOM) on 1 July 1976 and was completed with the Electronics Command (ECOM) on 3 January 1978. The results were five new readiness commands--Tank and Automotive Materiel Readiness Command (TARCOM); Armament Materiel Readiness Command (ARRCOM); Missile Readiness Materiel Command (MIRCOM); Troop Support and Aviation Materiel Readiness Command (TSARCOM); and Communications-Electronics Materiel Readiness Command (CERCOM). Also, six new development commands were established--the Tank-Automotive Research and Development Command (TARADCOM); the Armament Research and Development Command (ARRADCOM); the Missile Research and Development Command (MIRADCOM); the Aviation Research and Development Command (AVRADCOM); the Communications Research and Development Command (CORADCOM); and the Electronics Research and Development Command (ERADCOM). These, together with TECOM, MERADCOM, NARADCOM, DESCOM, and the SAC, brought to 16 the number of major subordinate entities under DARCOM. As a result of a Department of Defense (DOD) directive in November 1975, the Commander, ARMCOM, was designated the DOD Single Manager for Conventional Ammunition, effective 1 October 1976.

m. Lieutenant General Eugene J. D'Ambrosio, DCG for Materiel Readiness, retired 31 May 1979 and was succeeded on 4 June 1979 by the newly promoted Lieutenant General Harold F. Hardin, Jr., who had been serving as CG, TARCOM.

n. In certain instances the creation of commands for materiel readiness and for research and development proved to be impractical. Consequently, steps were taken to combine them as follows--

(1) HQ MIRCOM and HQ MIRADCOM were discontinued 1 July 1979.

(2) Concurrently, Headquarters, U.S. Army Missile Command (MICOM), was organized at Redstone Arsenal, AL.

(3) HQ TARADCOM and HQ TARCOM were discontinued on 1 October 1980.

(4) Concurrently, Headquarters, U.S. Army Tank-Automotive Command (TACOM) was organized at Warren, MI.

(5) Effective 1 May 1981, HQ CORADCOM and HQ CERCOM were discontinued.

(6) Concurrently, U.S. Army Communications-Electronics Command (CECOM) was organized at Fort Monmouth, NJ.

(7) DCG for Resource Management was redesignated on 26 March 1980 as DCG for Resources and Management.

o. Lieutenant General Robert J. Baer, DCG for Materiel Development, retired 30 June 1980 and was succeeded on 8 August 1980 by Major General Robert J. Lunn, former Assistant Deputy Chief of Staff for Research, Development, and Acquisition, HQDA. Major General Lunn was promoted on 10 September to lieutenant general.

p. General John R. Guthrie retired on 31 August 1981 and was replaced by Lieutenant General Donald R. Keith, who had been serving as Deputy Chief of Staff for Research, Development, and Acquisition, HQDA, and was promoted to the rank of General on 1 September 1981.

q. A comprehensive 5-year resource self-help affordability planning effort (RESHAPE) was initiated in FY81 in order to maximize output of current authorized strength by increasing productivity.

r. The Secretary of the Army (SA), responsible for the execution of the single managership for conventional ammunition, was delegated to the CG, DARCOM, on 14 August 1981. Lieutenant General Harold H. Hardin, Jr., was designated Executive Director for Conventional Ammunition (EDCA) on 11 September 1981.

s. A major realignment of HQ DARCOM took place effective 15 October 1981 with the objectives of re-establishing technical expertise in HQ DARCOM, improving integration and balance among appropriations, and improving interface with DA staff, MACOM, and MSCs. Its central concept was a matrix management approach to weapons system staff management. Its requirements were the creation of two lead directorates (Development, Engineering, and Acquisition and Supply, Maintenance, and Transportation) with increased staffing.

t. On 27 April 1982, the CG, DARCOM, became the Executive Agent for Test, Measurement, and Diagnostic Equipment (TMDE); Program Manager (PM), TMDE, was established within CECOM.

u. Effective 1 July 1982, DARCOM-Europe was established at Seckenheim, Germany, as the single manager in U.S. Army-Europe (USAREUR) for all DARCOM activities.

v. Effective 6 July 1982, Directorate for Management Information Systems was transferred from the span of control of the Chief of Staff to the DCG for Resources and Management.

w. Effective 1 October 1982, the HQ Service Support Activity (SSA) was reorganized to support HQ DARCOM only, and a Command Adjutant General was established under the Directorate for Personnel, Training, and Force Development.

x. Effective 17 October 1982, the Lima Army Tank Center was discontinued; its mission, functions, and resources were transferred to PM, Abrams Tank System.

y. Effective 1 February 1983, various maintenance companies were activated in Germany, resulting from a reorganization of various calibration and repair centers and DARCOM augmentation.

z. Effective 17 June 1983, PM, Bradley Fighting Vehicles System, and PM, Abrams Tank System, that were reporting to HQ DARCOM were reassigned to TACOM.

aa. On 1 July 1983, a U.S. Army Armament, Munitions, and Chemical Command was created by merging, in place, ARRADCOM and ARRCOM with Headquarters at Rock Island, IL.

ab. On 15 June 1983, the DCG for Research, Development, and Acquisition was designated Executive Director for Chemical and Nuclear Matters (EDCNM). The EDCNM directs and control PM, Nuclear Munitions, Surety Field Safety Activity, and the U.S. Army Toxic and Hazardous Materiels Agency.

ac. Effective 26 July 1983, the PM for PATRIOT Air Defense Missile System was reassigned from HQ DARCOM and MICOM.

ad. Effective 1 October 1983, TSARCOM was separated into two provisional commands, U.S. Army Aviation Systems command (AVSCOM) and TROSCOM.

ae. On 4 January 1984, PM, Tank System was superimposed over all tank systems (M1, M1E1, and M60), reporting to CG, TACOM.

af. Effective 1 March 1984, AVRADCOM and TSARCOM were disestablished. AVSCOM and TROSCOM were established. MERADCOM and Natick Laboratory (NLABS) were redesignated U.S. Army Belvoir Research and Development Center (BRDC) and U.S. Army Natick Research and Development Center (NRDC) and assigned to TROSCOM.

ag. On 29 June 1984, General Donald R. Keith retired and was replaced by Lieutenant General Richard H. Thompson, former Deputy Chief of Staff for Logistics, HQDA, with the rank of General.

ah. On 1 August 1984, DARCOM was redesignated U.S. Army Materiel Command (AMC), a designation it carried from 1962 to 1976.

ai. In August 1984, restructuring of HQ AMC redesignated all directorates as Offices, Deputy Chiefs of Staff. Deputy Chief of Staff for International Programs and Deputy Chief of Staff for Chemical and Nuclear Matters were established.

aj. In July 1985, ERADCOM was provisionally redesignated U.S. Army Laboratory Command (LABCOM) to exercise operational control over the Ballistic Research Laboratories (BRL), the Human Engineering Laboratory (HEL), the Army Research Office (ARO), and the Army Materials and Mechanics Research Center (AMMRC). The latter was subsequently redesignated the Materials Technology Laboratory (MTL).

ak. At the same time, operational control of Night Vision and Electro-Optics Laboratory (NVEOL), the Signals Warfare Laboratory (SWL), the Electronics Warfare Laboratory (EWL), the Combat Surveillance and Target Acquisition Laboratories (CSTAL) were removed from ERADCOM and placed under CECOM.

al. On 30 September 1986, LABCOM was permanently established with jurisdiction over Harry Diamond Laboratories (HDL), ARO, BRL, HEL, the Vulnerability Assessment Laboratory (VAL), the Atmospheric Sciences Laboratory (ASL), the Electronics Technology Laboratory (ETL), and MTL.

am. On 13 April 1987, General Richard H. Thompson, AMC commander since 29 June 1984, retired. General Louis C. Wagner, former Deputy Chief of Staff for Research, Development, and Acquisition, HQDA, assumed command of AMC on 14 April 1987.

an. In May 1987, in order to enhance organizational efficiency, a functional realignment of selective HQ AMC organizations occurred as follows--

(1) Deputy Chief of Staff (DCS) for SMT, Readiness, Procurement, and AMC-Europe were to report to DCG for Materiel Readiness.

(2) DCSs for DEA, Production, Technology Planning and Management, Product Assurance and Testing, and Office of Project Management were to report to DCG for Research, Development, and Acquisition.

(3) DCS for Information Management was to report to Deputy for Management and Analysis.

ao. In May 1987, as a result of the July 1986 Packard Commission findings and subsequent decisions by OSD and SA, the Program Executive Officer (PEO) concept was implemented at AMC.

ap. In October 1987, a reorganizational realignment took place by which (among other) the Program Analysis and Evaluation Office was re-established and a HQ Installation and Support Activity was created to perform housekeeping, HQ personnel, HQ budget, and HQ security functions.

CHAPTER 28

CHRONOLOGICAL LISTING OF DOCUMENTS THAT PERTAIN TO THE ORGANIZATION, MISSION, OR FUNCTIONS OF THE COMMAND

1. DA General Order 23, 4 May 1962, activated the Army Materiel Development and Logistics Command (MDLC) under its new name, U.S. Army Materiel Command, effective 8 May 1962.

2. Letter, Deputy Project Director, DARPO, to Chairman, AMCPG, 14 May 1962, subject: Preliminary Implementation Plan, AMC, directed the CG, AMC, to assume financial management responsibility on 1 July 1962 in view of the confusion this would result if funding for the command was not initiated at the beginning of the fiscal year.

3. AMC General Order 4, 23 May 1962, subject: Establishment of Major Subordinate Commands and Organizations, activated five commodity commands (U.S. Army Weapons, U.S. Army Munitions, U.S. Army Missile, U.S. Army Mobility, and U.S. Army Electronics Commands) and two functional commands (U.S. Army Test and Evaluation and U.S. Army Supply and Maintenance Commands) as MSCs of AMC, effective 2 May 1962.

4. AMC Planning Directive No. 22, 20 June 1962, subject: Activation Plans for AMC Commands, directed commanding generals of the subordinate commands to prepare activation plans by 25 July, and provided guidance to ensure adoption of standard organizational, functional, and procedural concepts within the command.

5. The Adjutant General (TAG) letter, AGAM-P(M) 320 (12 June 1962) DARPO, 13 June 1962, subject: Implementation of Army Reorganization, directed AMC to assume its new wholesale materiel functions and responsibilities (become operational) on 1 August 1962.

6. AMC Activation Plan, July 1962. In a major delegation of authority, General Besson assigned to Lieutenant General Schomburg, CG of the U.S. Army Supply and Maintenance Command, certain Army-wide (AMC staff) functions in the areas of supply and maintenance to avoid duplication within the two Washington-based staffs.

7. AMC Circular (AMC-C) 3, 18 July 1962, subject: AMC Plan for Assumption of Command on 1 August 1962, provided AMC's plan for preserving continuity in Army wholesale logistics operations while taking over "in place" the wholesale materiel missions and functions of six technical services.

8. AMC General Order 5, 26 July 1962, subject: Assignment of Installations and Activities to AMC Commands, identified the installations, commands, and activities inherited from technical services and assigned them either to HQ AMC or to one of the MSCs.

9. AMC Regulation (AMC-R) 11-4, 17 October 1962, subject: Army Programs, U.S. Army Materiel Command Program System, the first regulatory expression of AMC programming policy was revised in a letter from the Comptroller and Director of Programs to the Director of Research and Development, et al., 16 February 1963, subject: Programming Relationships. This letter provided interim guidance.

10. AMC-R 11-16, subject: AMC Concepts and Policies for Project Management, was originally issued in three volumes: Volumes I and II in August 1963, and Volume III in November 1963. For background, see the Hoelscher Report, Volume I, page IV-10, October 1961; the MDLC Preliminary Implementation Plan, 27 April 1962, page A-20; AMC Planning Directive No. 24, 12 June 1962, subject: AMC Concept of Project Management; and AMC Planning Directive No. 32, 27 June 1962, subject: Interim Project Management Procedures.

11. Army Regulation (AR) 10-11, 31 December 1963, subject: Organization and Functions, U.S. Army Materiel Command, set forth the mission and principal functions of the CG, AMC, and prescribed the mission of AMC MSCs. This regulation was revised on 22 March 1965 and on 27 June 1968.

12. AMC General Order 10, 13 February 1964, appointed a DCG AMC for western operations, located on the west coast, to represent AMC in its dealings with industry and defense agencies located in the far west.

13. Report, DOD Project 60 Report on Contract Management, June 1963 (4 vol), which led the Assistant Secretary of Defense, on 4 June 1964, to direct the Defense Supply Agency (DSA) to assume Defense-wide responsibility for contract administration. A phase-out of AMC's 11 procurement districts began with a discontinuance of

the Philadelphia Procurement District on 1 November 1964 and was essentially completed during Fiscal Year 1966. This involved the transfer of contract execution functions (and personnel) to Defense Contract Administration Service Regions (DCARs).

14. AMC-C 10-15, 8 May 1964, subject: Directorate of Quality Assurance, established this new directorate within HQ AMC under Brigadier General John M. Cone, effective 1 May 1964.

15. AMC-C 10-19, 4 March 1965, established the Combat Surveillance Office as an element of the supporting staff of the Commanding General, AMC, to coordinate information on combat surveillance and target acquisition.

16. Memorandum, CG, AMC, to Chief of Staff, Army, 20 April 1965, subject: A Concept for Laboratory Management, with enclosure, "Concept for Laboratory Management," was approved by the Assistant Secretary of the Army Research and Development (R&D) on 4 June 1965, thus culminating a series of studies on management of Army laboratories going back to the Hoelscher Report. It provided for the appointment of a Director of Laboratories, who would also be designated Deputy to the CG, AMC, for laboratory operations, and who who have broad responsibilities for management of AMC's central laboratories. Dr. Jay Tol Thomas was appointed to this new post in January 1966.

17. AMC General Order 49, 11 August 1965, established U.S. Army Procurement Detachments at Cincinnati and Chicago, effective 1 October 1965. By 1 December 1965, three more U.S. Army Procurement Detachments had been established at New York, Oakland, and Los Angeles by AMC General Orders 52, 58, and 65, respectively.

18. Letter from General F. S. Besson, Jr., the CG, AMC, to the Chief of Staff, Army (through Deputy Chief of Staff for Logistics (DCSLOG)), 24 March 1965, subject: Proposed Realignment of Army Materiel Command (AMC) - Supply Maintenance Command (SMC) Headquarters, in which General Besson proposed the immediate collocation and eventual merger of HQ AMC-SMC, a plan which was formally approved by letter from Assistant DCSLOG to the Commanding General, AMC, 30 March 1965, same subject.

19. USAMC Historical Summary for Fiscal Year 1965, 1 December 1965, describing how collocation of HQ AMC-SMC was accomplished during the period 21 April to 5 May 1965.

20. AMC General Order 30, 13 May 1965, designated Lieutenant General Jean E. Engler as DCG of AMC for Support, in addition to his duties as CG, Supply and Maintenance Command.

21. AMC-C 10-21, 19 May 1965, subject: Organization and Functions, Operational Readiness Office (OPRED) (Provisional), established the OPRED as a new element of the AMC command group with responsibility for monitoring AMC actions in support of the buildup. This circular was revised on 30 July 1965.

22. A draft AMC Manual, 2 July 1965, subject: Mission, Organization, and Functions, presented mission and functions statements for HQ AMC-SMC pending formal merger of these commands.

23. AMC Special Order 117, 12 October 1965, appointed Brigadier General John M. Finn as Chief of the AMC Mutual Security Office. This office was subsequently redesignated as the Directorate for International Logistics. In addition, the International Logistics Center was established at New Cumberland, PA, as a Class II activity under the operating control of the Director of International Logistics.

24. AMC-R 10-2, 1 July 1966, defined the Organization, Mission, and Function of HQ AMC elements upon merger with HQ SMC, effective 1 July 1966.

25. TAG letter, AGAM-P(M) (20 June 1967) LOG/5N, 28 June 1967, subject: Central Control of Depot Maintenance, in which DA approved the concept of making AMC responsible for programming depot maintenance on a worldwide basis.

26. Disposition Form (DF) from the Chief of Staff, AMC, to all directors and separate offices, HQ AMC, 22 December 1967, subject: Reorganization of HQ AMC, announced plans to merge the Directorates of Supply and Major Items into a new Directorate of Materiel Requirements.

27. Memorandum, General F. S. Besson, Jr., to all HQ AMC personnel, 17 June 1968, subject: Reorganization of AMC Headquarters, announced that effective 1 July 1968 the Directorate of Supply was discontinued and the Directorates of Materiel Requirements and of Distribution and Transportation were formed, together with a new Logistics Data Management Office.

28. AMC General Order 37, 10 March 1969, by which General Ferdinand J. Chesarek assumed command of AMC, vice General F. S. Besson, Jr.

29. Presentation, General Chesarek, the CG, AMC, to General William C. Westmoreland, Chief of Staff for the Army, 2 May 1969, subject: Realignment of Organizational Structure, HQ AMC.

30. DF, Major General Robert C. Forbes, Acting Chief of Staff, AMC, to directorates/staff offices, 16 May 1969, subject: Realignment of HQ AMC, outlining the first phase of the above reorganization, to be effective 2 June 1969, and establishing the new positions of DCG for Materiel Acquisition and DCG for Logistics Support.

31. DF for Major General Robert C. Forbes, Acting Chief of Staff, AMC, to CG for Materiel Acquisition, et. al., 13 June 1969, subject: Realignment of HQ AMC, provided guidance for completing the third phase of the 1969 reorganization of HQ AMC.

32. AMC General Order 184, 8 October 1969, discontinued the offices of seven PMs: Mortar Ammunition, Multi-fuel Engines, General Purpose Vehicles, FLAT-TOP, Mohawk, Chinook, and Iroquois.

33. Letter, Chief of Staff, Army, to the Commanding General, AMC, 14 October 1969, subject: Proposal for Improvement of the Army Materiel Command Organization, approved an AMC proposal for disestablishing four more project managerships (Aircraft Weaponization, Selected Tactical Radios, Artillery Ammunition, and Selected Turbine Aircraft Engines) in line with the concept previously set forward.

34. AMC General Order 21, 22 January 1970; 298, 7 December 1970; and 35, 11 February 1971, reorganized the U.S. ECOM's atmospheric sciences activities under an Atmospheric Sciencies Laboratory, ECOM, White Sands Missile Range, NM, with an authorized strength of 778.

35. AMC General Order 29, 3 February 1970, reorganized the HQ, AVSCOM, under a three-deputies concept, with DCGs for Acquisition; Logistics; and Research, Engineering, and Data.

36. AMC General Order 80, 9 April 1970, reorganized HQ AMC with an authorized strength of 3075; AMC General Order 102, 14 May 1970,

reorganized HQ AMC, with an authorized strength of 2803.

37. AMC General Order 273, General Henry A. Miley, Jr., assumed command of the AMC, effective 1 November 1970.

38. AMC Special Order 213, 23 November 1970, assigned Lieutenant General W. W. Vaughan as DCG, AMC, effective 10 November 1970.

39. A revision of this regulation AMC-R 10-2, 20 November 1970, reflected the reorganization of HQ AMC, under a multideputy concept, i.e., a DCG for Logistics Support and a Deputy for Laboratories (para ad. above.)

40. U.S. Army SAFEGUARD Logistics Command, Huntsville, AL, was discontinued effective 15 January 1973, according to AMC General Order 3, 4 January 1973.

41. AMC General Order 52, 26 March 1973, redesignated U.S. MECOM as TROSCOM, effective 1 April 1973.

42. AMC General Order 66, 17 April 1973, reassigned the U.S. Army Natick Laboratories to CG, TROSCOM, effective 17 April 1973.

43. AMC General Orders 112 and 113, 17 May 1973, established HQ, ARMCOM, effective 1 July 1973. The U.S. Army Munitions Command, the U.S. Army Weapons Command, and the U.S. Army Small Arms Systems Agency were merged under the new command.

44. Report of the AMARC was issued 1 April 1974.

45. General Order 98, 17 May 1974, ARO, Durham NC, was relieved from HQDA and assigned to the CG, AMC.

46. AMC General Order 72, 23 April 1974, discontinued the U.S. Army Land Warfare Laboratory, effective 30 June 1974, and transferred its residual functions to U.S. Army Materiel Systems Analysis Agency.

47. AMC General Order 19, Lieutenant General Woodrow W. Vaughan assumed interim command of AMC, effective 8 February 1975, vice General Henry A. Miley, Jr.

48. AMC General Order 22, General John R. Deane, Jr., assumed command of AMC, effective 12 February 1975.

49. AMC General Order 34, 7 March 1975, the U.S. MERADCOM, Fort Belvoir, VA, and the U.S. Army Natick Laboratories, Natick, MA, were relieved from TROSCOM Troop Support Command and assigned to the CG, AMC. Effective 23 January 1976, these centers were redesignated U.S. MERADCOM and NARADCOM, per DARCOM General Order 12, 26 January 1976.

50. Study to Align AMC's Functions, Report, HQ AMC, Study Group (MG Leslie R. Sears, Jr., Chairman), 5 August 1975, provided the basis for a "corporate type" HQ AMC organization.

51. AMC General Order 171, 23 October 1975, merged the Directorate for International Logistics, AMC, and the International Logistics Center, New Cumberland, PA, into the U.S. Army International Logistics Command, effective 1 November 1975.

52. Letter, Chief of Staff, to Commander, ARMCOM, 9 December 1975, subject: Implementation Plan for the Establishment of the Armament Development Center and Armament Logistics Command. This initiated the division of the AMC's commodity commands into separate development and readiness commands; it also provided guidance based on DOD Directive 5160.65, 26 November 1975, for the establishment at ARMCOM of a DOD Single Managership for Conventional Ammunition.

53. DA General Order 1, 26 January 1976, redesignated AMC as DARCOM, effective 23 January 1976.

54. TACOM was divided into separate readiness and development commands, effective 1 July 1976, and designated, per DARCOM General Orders 91, 8 June 1976, as TARCOM and TARADCOM, with both remaining in Warren, MI.

55. DARCOM Permanent Order 13-2, 17 August 1976, implemented of the "corporate-type" headquarters, effective 1 July 1976, a change that reduced the Headquarters strength by 30 percent, from 2,128 employees to 191 military and 1,294 civilian personnel.

56. DARCOM Permanent Order 17-2, 30 August 1976, the U.S. Army Major Item Data Agency at Chambersburg, PA, was redesignated the U.S.

Army Depot System Command (DESCOM) on 1 September 1976 to provide a focal point for command and control of Army depots.

57. DA General Order 18, 30 September 1976, U.S. Army Maintenance Plants at Mainz and OberRamdt, Germany, were assigned to DARCOM.

58. Letter, Director of Combat Support Systems, Deputy Chief of Staff for Research, Development, and Acquisition (DCSRDA) to Commander, DARCOM, 30 September 1976, subject: Single Manager for Conventional Ammunition, approved the ARMCOM plan for assuming this major new responsibility. By endorsement to this letter, the Chief of Staff, DARCOM, assigned this single managership to the Commander, ARMCOM, effective 1 October 1976, but allowed 1 year for planning and transition.

59. DARCOM Permanent Order 25-1, 30 September 1976, ARMCOM was divided into the ARRCOM, located at Rock Island, Il, and the ARRADCOM, Dover, NJ, effective 31 January 1977.

60. DARCOM Permanent Order 4-1, 19 January 1977, MICOM was divided into MIRCOM and MIRADCOM, both located at Redstone Arsenal, AL.

61. With the retirement of General Deane on 31 January 1977, Lieutenant General George Sammet, Jr., the DCG for Materiel Development, assumed interim command of DARCOM by letter, General Sammet to HQDA, ATTN: DACS-GO, 1 February 1977, subject: Assumption of Command.

62. General John R. Guthrie, who had served as AMC's DCS for Materiel Acquisition in the early 1970s and more recently as CG of IX Corps, U.S. Army, Japan, assumed command of DARCOM on 18 May 1977.

63. AVSCOM and TROSCOM were combined at St. Louis, MO, into TSARCOM. AVRADCOM was also established in St. Louis on the same date by the same permanent order.

64. DARCOM Permanent Order 85-1, 1 November 1977, the U.S. Army International Logistics Command was redesignated the USASAC.

65. ECOM was divided into three commands: CERCOM and CORADCOM, both at Fort Monmouth, NJ, and ERADCOM at Adelphi, MD. ERADCOM was

established on 1 April 1977 on a provisional basis by DARCOM Permanent Order 25-1, 30 March 1977, and CORADCOM was established on 1 June 1977, also on a provisional basis, by DARCOM Permanent Order 49-2, 14 June 1977. All three commands were activated 1 January 1978 per DARCOM Permanent Order 102-1, 27 December 1977. This completed the AMARC reorganization and left DARCOM with eight development commands (ARRADCOM, AVRADCOM, CORADCOM, ERADCOM, MERADCOM, MIRADCOM, NARADCOM, and TARADCOM); five readiness commands (ARRCOM, CERCOM, MIRCOM, TARCOM, and TSARCOM); and two functional commands (TECOM and DESCOM), as well as the Security Assistance Center.

66. On 1 July 1979, MIRCOM and MIRADCOM were discontinued and HQ MICOM was organized by the following: DARCOM Permanent Order 59-4, 30 July 1979; and letter, HQ DARCOM, DRCDRM, 26 April 1979, subject: Establishment of MICOM.

67. DARCOM message 141710Z, May 1979, subject: General Hardin to become DARCOM DCG for Materiel; DA message 301010Z, May 1979.

68. DARCOM message 261330Z, March 1980, subject: Title of DARCOM Deputy Commanding General; and DF, DRCGS, from Chief of Staff, subject: Title of DARCOM Deputy Commanding General, dated 26 March 1980, redesignated DCG for Resource Management to DCG for Resources and Management.

69. DA message 042159Z, August 1980; DF, DRCDMD, from DRCGS, dated 8 August 1980, appointed MG Robert J. Lunn as the DCG for Materiel Development.

70. TARADCOM and TARCOM were discontinued, and TACOM was organized 1 October 1980 by the following: DARCOM Permanent Order 73-1, 29 September 1980, and 1st Endorsement, DAMD-FDP, HQDA, 29 September 1980, subject: Request for Parent Unit Identification Codes (UICs) and cancellation of UICs to letter, DRXMM-TM, 5 September 1980, same subject.

71. DARCOM Permanent Order 23-1, 14 April 1981, and 1st Endorsement DAMO, HQDA, dated 6 February 1981, to letter DRXMM-TMS, HQ DARCOM, 9 January 1981, subject: Request for Print Unit Identification Code (UIC) and Cancellation of UICs, discontinued CORADCOM and CERCOM, and organized HQ CECOM.

72. The retirement of General John R. Guthrie and the appointment of his successor, Lieutenant General Donald R. Keith, was announced by DARCOM, Office, Chief of Public Affairs, 7 July 1981.

73. DOD Directive 5160.65, 17 November 1981, assigned the Single Manager for Conventional Ammunition (SMCA) mission to the SA. SA Charter, 14 August 1981, delegated execution of SMCA operations to CG, DARCOM. DARCOM Permanent Order 62-1, 22 September 1981, established the Executive Director for Conventional Ammunition, effective 1 October 1981. Letter, DRXMM-MR, 18 September 1981, appointed the DCG for Materiel Readiness as the Executive Director, effective 11 September 1981.

74. Letter, DRCPA, subject: Realignment of HQ DARCOM, 8 October 1981, announced a new organizational structure for HQ DARCOM, effective 15 October 1981.

75. DARCOM Permanent Order 5-2, 25 January 1982, redesignated the PM, Fighting Vehicle Systems, as PM, Bradley Fighting Vehicles, reporting to CG, DARCOM, effective 20 October 1981.

76. SA Charter, U.S. Army Executive Agent for TMDE, 27 April 1982, delegated execution of TMDE operations to CG, DARCOM. Permanent Order 48-1, 9 July 1982, designated CG, DARCOM, Executive Agent for TMDE, effective 27 April 1982. Letter, DRCDMR, 4 May 1982, designated the DCG for Materiel Readiness as Executive Director for TMDE. DARCOM Permanent Order 66-1, 20 August 1982, established PM, TMDE, within ECOM, Fort Monmouth, NJ, effective 27 April 1982.

77. DARCOM Permanent Order 87-1, 21 December 1981, established DARCOM-EUROPE, effective 1 July 1982, at Seckenheim, Germany. Message, DRCSM-PP, 241250Z, June 1982, announced its activation.

78. DARCOM Permanent Order 5-1, 24 January 1983, activated several maintenance companies resulting from the discontinuance of TMDE Support Activity Europe, effective 1 February 1983.

79. DARCOM Permanent Order 43-1, 3 June 1983, established the U.S. Army Armament, Munitions, and Chemical Command (AMCCOM). effective 1 July 1983, at Rock Island, IL. Also established by the same order was the U.S. Army Chemical Research and Development Center, Aberdeen Proving Gorund, MD, and the U.S. Army Armament

Research and Development Center, Dover, NJ on the same effective date.

80. DARCOM Permanent Order 48-1, 20 June 1983, reassigned PM< Bradley Fighting Vehicles, and PM, M1 Tank, from HQ DARCOM to HQ TACOM, effective 17 June 1983.

81. DARCOM Permanent Order 49-2, 20 June 1983, reassigned PM, PATRIOT Air Defense Missile System, from HQ DARCOM to HQ MICOM, effective 26 July 1983.

82. DARCOM Permanent Order 50-1, 29 June 1983, designated DCG for Research, Development, and Acquisition as the Executive Director for Chemical and Nuclear Matters (EDCNM), effective 15 June 1983.

83. DARCOM Permanent Order 70-1, 14 September 1983, separated TSARCOM into two provisional commands, AVSCOM and TROSCOM, effective 1 October 1983.

84. DARCOM Permanent Order 79-1, 11 October 1983, reassigned PM, Saudi Arabian National Guard Modernization Program, from HQ DARCOM to HQ USASAC.

85. DARCOM Permanent Order 96-1, 30 December 1983, disestablished HQ ARRADCOM, the U.S. Army Chemical Systems Laboratory, and HQ ARRCOM, effective 1 December 1983.

86. DARCOM message, 092030Z, January 1984, provisionally established the Office of the Program Manager, Tank Systems, effective 4 January 1984, reporting to CG, TACOM.

87. Effective 1 March 1984, DARCOM Permanent Order 11-1, 24 February 1984, and DARCOM Permanent Order 21-2, 13 April 1984, reporting to CG, TACOM--

a. Disestablished AVRADCOM and TSARCOM.

b. Established AVSCOM and TROSCOM.

c. Redesignated U.S. Army Mobility Equipment Research and Development Center and reassigned it to TROSCOM.

d. Redesignated U.S. Army Natick Research and Development Laboratories (NLABS) as U.S. Army Natick Research and Development Center (NRDC) and reassigned it to TROSCOM.

88. Letter, DRDRA, 5 July 1984, established the HQ DARCOM, Office of Acquisition Management, effective 2 July 1984, in order to access acquisition management and contractor performance DARCOM-wide.

89. DA General Order 28, 15 August 1984, redesignated DARCOM as AMC, effective 1 August 1984.

90. Effective 1 October 1984, AMC Permanent Order 6-1, 31 January 1985--

a. Redesignated the PM, DIVAD, as PM, SGT YORK.

b. Redesignated the U.S. Army Munitions Base Modernization Agency (MPBMA) as U.S. Army Production Base Modernization Activity (PBMA).

91. Effective 30 October 1984, AMC Permanent Order 20-1, 5 April 1985, the Office of Product Manager for Amphibians and Watercraft was organized and assigned to TROSCOM.

92. Effective 15 January 1985, Permanent Order 12-1, 28 February 1985, organized the USAMC Intelligence Materiel Agency under the DCS for Intelligence.

93. Effective 28 February 1985, Permanent Order 22-1, 30 May 1986, disestablished the Project Manager for Heavy Equipment Transporter (HET).

94. Effective 1 March 1985, Permanent Order 18-1, 22 March 1985, established PM for Light Helicopter Family.

95. Effective 25 March 1985, Permanent Order 39-2, 17 June 1985, established the Office of Program Manager, Tank Systems.

96. Effective 1 July 1985, Permanent Order 51-1, 19 July 1985, ERADCOM was provisionally redesignated as U.S. Army Laboratory

Command (LABCOM). Operational control of the following was removed from HQ AMC and placed under LABCOM: BRL, HEL, AMMRC.

97. Effective 1 July 1985, Permanent Order 51-1, 19 July 1985, operational control of the following organizations were removed from ERADCOM and placed under operational control of CECOM:

a. U.S. Army Night Vision and Electro-Optics Laboratory (NVEOL).

b. U.S. Army Electronics Warfare Laboratory (EWL).

c. U.S. Army Signals Warfare Laboratory (SWL).

d. U.S. Army Surveillance and Target Acquisition Laboratories (CSTAL).

e. U.S. Army Flight Test Activity, ERADCOM.

f. U.S. Army Tactical Software Support Center, ERADCOM.

g. U.S. Army, Office of the Product Manager for Modular Integrated Communication System.

98. Effective 18 July 1985, Permanent Order 2-2, 9 January 1986, the Office of U.S. Army Project Manager for Army Tactical Communications Systems was redesignated as the U.S. Army Project Manager for Mobile Subscriber Equipment.

99. Effective 21 August 1985, the U.S. Army Office of PM, Advanced Scout Helicopter, was redesignated as the office of the PM, Army Improvement Program (AMIP).

100. Effective 1 October 1985, the U.S. Army Vulnerability Assessment Laboratory (VAL) was organized and assigned to LABCOM.

101. Effective 1 October 1985, U.S. Army CECOM Electronics Warfare Reconnaissance Surveillance and Target Acquisition Center was organized (provisional).

102. Effective 1 October 1985, U.S. Army CECOM Life Cycle Software Engineering Center was organized (provisional).

103. Effective 1 October 1985, U.S. Army CECOM Communications/Automated Data Processing Center was organized (provisional).

104. Effective 1 October 1985, Permanent Order 83-1, 12 December 1985, organized the PM for Rocky Mountain Arsenal (RMA) Contamination Cleanup and assigned to U.S. Army Toxic and Hazardous Materials Agency.

105. Effective 1 October 1985, the following units were redesignated by Permanent Order 85-1, 12 December 1985:

FROM	TO
U.S. Army Night Vision and Electro-Optics Laboratory (NVEOL)	U.S. Army CECOM Night Vision and Electro-Optics Center (NVEOC)
U.S. Army ERADCOM Flight Test Activity	U.S. Army Flight Support Activity (FSA)
U.S. Army Signals Warfare Laboratory (SWL)	U.S. Army CECOM Signals Warfare Center (SWC)
U.S. Army Materials and Mechanics Research Center	U.S. Army Materiels Technology Laboratory (MTL)
U.S. Army Countermeasures/Counter-Countermeasures (CM/CCM) Center	U.S. Army Survivability Management Office (SMO)

106. Effective 1 October 1985, Permanent Order 85-3, 12 December 1985, redesignated the U.S. Army Field Office, HQ U.S. Air Force Systems Command.

107. Effective 1 October 1985, Permanent Order 43-19, 29 September 1986, established the U.S. Army Office of the Program Manager, Tactical Vehicles (TV).

108. Effective 1 October 1985, Permanent Order 8-1, 5 February 1986, disestablished the Joint Military Packaging Training Center (JMPTC). Functions and resources were transferred to U.S. Army Logistics Management Center (ALMC).

109. Effective 1 October 1985, Permanent Order 6-1, 21 January 1986, established the DESCOM Support Activity Far East (D-SAFE).

110. Effective 29 October 1985, Permanent Order 8-7, 13 February 1986, redesignated U.S. Army Plant Representative Office, Hughes Helicopter, as U.S. Army Plant Representative Office, McDonald-Douglas Helicopter Company.

111. Effective 1 November 1985, Permanent Order 81-3, 2 December 1985, established the following units (provisional):

a. U.S. Army Logistics Assistance Office (LAO), CONUS.

b. U.S. Army Logistics Assistance Office (LAO), Europe.

c. U.S. Army Logistics Assistance Office (LAO), Far East.

d. U.S. Army Logistics Assistance Office (LAO), Pacific.

112. Effective 1 January 1986, Permanent Order 15-1, 11 April 1986, redesignated HQ USASAC as U.S. Army Security Affairs Command (USASAC).

113. Effective 1 January 1986, Permanent Order 10-1, 3 March 1986, established the PM for Mines, Countermine, and Demolitions (MCD).

114. Effective 1 January 1986, Permanent Order 10-1, 3 March 1986, established the PM for Ammunition Logistics (AMMOLOG).

115. Effective 31 March 1986, Permanent Order 27-1, 1 July 1986, disestablished the U.S. Army Office of the PM for U.S. Army ROLAND.

116. Effective 1 May 1986, Permanent Order 18-1, 8 May 1986, established the PM, Chemical Munitions (PMCM) (provisional).

117. Effective 30 September 1986, Permanent Order 35-1, 26 August 1986, established LABCOM with operational control of the following laboratories: VAL, HDL, ARO, ASL, Electronics Technology Laboratory (ETDL), Materials Technology Laboratory (MTL), Ballistic Research Laboratory (BRL), Human Engineering Laboratory (HEL).

118. Effective 30 September 1986, Permanent Order 35-1, 26 August 1986, disestablished the ERADCOM.

119. Effective 30 September 1986, Permanent Order 35-1, 26 August 1986, established the CECOM Electronics Warfare Reconnaissance Surveillance and Target Acquisition (EWRSTA) Center. The same Permanent Order disestablished the U.S. Army Combat Surveillance Target Acquisition Laboratory (CSTAL) and the U.S. Army Electronics Warfare Laboratory (EWL).

120. Effective 1 October 1986, Permanent Order 39-1, 4 September 1986, redesignated the following organizations:

FROM	TO
U.S. Army Belvoir Research and Development Center (BRDC)	U.S. Army Belvoir Research, Development, and Engineering Center (BRDEC)
U.S. Army Natick Research and Development Center (NRDC)	U.S. Army Natick Research, Development, and Engineering, Center (NRDEC)
U.S. Army Armament Research and Development Center (ARDC)	U.S. Army Armament Research, Development, and Engineering Center (ARDEC)
U.S. Army Chemical Research and Development Center (CRDC)	U.S. Army Chemical Research, Development, and Engineering Center (CRDEC)

121. Effective 1 October 1986, Permanent Order 4-7, 2 February 1987, redesignated to U.S. AMC Product Assurance and Test Field Activity as the DESCOM Quality Systems and Engineering Center.

122. Effective 13 January 1987, Permanent Order 29-9, 10 June 1987, disestablished the PM, SGT York.

123. Effective 1 April 1987, Permanent Order 21-1, 5 May 1987, established the PM, Integrator for Automation Initiatives in Acquisition (PM, IFAIA).

124. Effective 1 May 1987, as a result of the SA Memorandum of 30 January 1987 and Undersecretary of the Army Memorandum of 29 April 1987, subject: Implementation of the Program Executive Officer (PEO) Concept, all but 14 AMC PMs were transferred to HQDA. This realignment was part of a larger DA reorganization resulting from the Packard Commission Report of July 1986.

125. Effective 18 May 1987, by CG Memorandum of 14 May 1987, subject: Functional Alignment, selective HQ AMC organizations were realigned as follows:

a. Reporting to DCG Materiel Readiness--	DCS, Supply, Maintenance, and Transporation DCS, Readiness DCS, Procurement Cdr, AMC-Europe
b. Reporting to DCG for Research Development and Acquisiton--	DCS, Development, Engineering, and Acquisition DCS, Production DCS, Technology Planning and Management DCS, Product Assurance and Testing Chief, Office of Project Management
c. Reporting to Deputy for Management and Analysis	DCS for Information Management

126. Effective 1 June 1987, Permanent Order 60-1, 30 September 1987, established the U.S. Army Technical Center for Explosives Safety.

127. Effective 1 July 1987, Permanent Orders 35-2 and 76-2, 1 July and 30 November 1987, respectively, established the U.S. Army Program Executive Officer, Ammunition (provisional).

128. Effective 21 August 1987, Permanent Order 56-6, 16 September 1987, redesignated ALMC as the U.S. Army Logistics Management College.

129. Effective 21 August 1987, Permanent Order 57-1, 18 September 1987, redesignated the U.S. Army Management Engineering Training Activity (AMETA) as the U.S. Army Management Engineering College.

130. Effective 1 October 1987, by CG, AMC, decision, the following realignment of HQ AMC was implemented:

a. Reestablishment of Program Analysis Evaluation Office.

b. Transfer of the Historical Office from DCS Readiness to Office of Public Affairs.

c. Creation of separate office for International Research and Development (R&D) Programs.

d. Transfer of Productivity Management Division from DCS Resource Management to Office of Management and Analysis.

e. Transfer of strategic long-range planning functions from DCS Readiness to Office of Management and Analysis.

f. Designation of DCS for Chemical and Nuclear Matters as Deputy Executive Director for Chemical-Nuclear Matters, aligned under the DCG, Materiel Readiness.

g. Establishment of a HQ Installation and Support Activity (HISA) and the position of HQ, Commandant, to include the functions of civilian personnel office, travel, security, military personnel, HQ budget, HQ equal employment opportunity (EEO), HQ safety office, executive dining room, and engineering.

131. Effective 1 October 1987, Permanent Order 85-2, 17 December 1987, redesignated the U.S. Army PM, VIPER, as the U.S. Army PM, Advanced Anti-Tank Weapon System (AAWS).

CHAPTER 29

INTERNAL BOARDS, COMMITTEES, AND COUNCILS

PROPONENT OFFICE	NAME	TERMS OF REFERENCE AUTHORITY
	ARMY MATERIEL COMMAND BOARDS	
AMCPE	HQ AMC Development and Incentive Awards Board	AMC-M 15-6
AMCPE	AMC Executive Development Committee	DARCOM-M 15-8
AMCIM	HQ AMC Telecommunications Discipline Board	AMC-M 15-31
AMCPE	Senior Executive Service Performance Review Board	DARCOM-R 15-22
AMCPE	AMC Awards and Decorations Board	AMC Supp 1 to AR 672-5-1
AMCDE	AMC Data Requirements Review Board	AMC Supp 1 to AR 700-51
AMCSM	Army Packaging Board	AR 15-450
AMCCN	AMC Nuclear Chemical Surety Board	AR 50-5
AMCPE	Merit Pay Review Board	AR 690-500
AMCPE	AMC Periodical Review Board	AMC-R 15-42
	ARMY MATERIEL COMMAND COMMITTEES	
AMCEE	Federal Women's Program	DARCOM-R 15-7
AMCMI	Civilian Career Management Committee - General Intelligence	DARCOM-R 15-12
AMCPP	Civilian Career Management Committee - Procurement	AMC-M 15-17
AMCPAT	Civilian Career Management Committee - Quality Assurance Specialist (Ammunition Surveillance)	AMC-M 15-22
AMCRM	Senior Resources Action Committee (RAC)	DARCOM-R 11-4 Volume 1
AMCRM	Executive Resources Action Committee	DARCOM-R 11-4 Volume 1

PROPONENT OFFICE	NAME	TERMS OF REFERENCE AUTHORITY
	ARMY MATERIEL COMMAND COMMITTEES (continued)	
AMCEN	Military Construction Working Group	DARCOM-R 11-4 Volume 9
AMCEN	AMC Environmental Quality Committee	DARCOM Supp 1 to AR 200-1
AMCSM	Equipment Manuals Committee	DARCOM-R 15-3
AMCSM	Skill Performance Aids (SPAS) Working Group	DARCOM-R 15-5
AMCRE	Logistics Systems Review Committee	DARCOM-R 15-23
AMCIM	Functional Coordinating Group Commodity Command Standard System (CCSS)	DARCOM-R 18-17
AMCPD	Performance Measurement Joint Executive Group	
AMCEN	Energy Planning and Policy Committee	AMC-R 15-44
AMCTM	Test, Measurement and Diagnostic Equipment (TMDE) Committee	DARCOM Supp 1 to AR 750-43
AMCPE	AMC Training Committee	LO#15
AMCRE	AMC Command Aviation Standardization Committee	AR 95-1
AMCRE	Mobilization Automation Working Group Authority	DCGMR Charter - 1981
AMCPE	Joint Health and Safety Committee	LOCAL 1332/HQ AMC Negotiated Agreement
AMCPE	Flex-Time Work Schedule Committee	LOCAL 1332/HQ AMC Negotiated Agreement
AMCPE	Joint Labor Management Committee	LOCAL 1332/HQ AMC Negotiated Agreement
AMCPD	Functional Working Group for Automation of the Production Base Plan	
	ARMY MATERIEL COMMAND COUNCILS	
AMCPE	Alcohol and Drug Dependency Intervention Council	AMC-R 15-25
AMCPE	AMC Welfare Fund Council	DARCOM-M 28-1
AMCRE	AMC Logistic Doctrine and Literature Council	AMC-M 15-20
AMCPE	Command Morale Support Fund Council	DARCOM-R 230-1
AMCCH	Chaplains' Fund	AR 230-36

The proponent of this publication is the U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, AMC, ATTN: AMC AMCMP-OM, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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CHAPTER 30

GLOSSARY OF TERMS AND ACRONYMS

SECTION I. TERMS

ADJUDICATES. To hear, or try and judge, as a court.

ADVISES. To recommend a course of action; to counsel.

ANALYZES. To study the factors of a situation or problem in detail.

APPLIES. To put to use; devote to a particular purpose; bring to bear practically, as knowledge.

APPRAISES. To judge as to quality, status, etc.

APPROVES. To sanction officially; to ratify, endorse, accept as satisfactory. (This word may be used in the sense of either its two definitions-to sanction or ratify or to endorse as to content or intent.)

ASSESSES. To make an evaluation or official estimate of; to appraise.

ASSIGNS. To appoint, designate. Assign (appoint) someone to a job; assign (designate) areas of responsibility.

ASSISTS. To lend aid; to help; to give support to. (Used to indicate support or aid in carrying out a function.)

COMMANDS. To exercise authority through command channels.

COMPILES. To collect from other documents or sources.

CONDUCTS. To direct the performance or execution of; to manage.

CONSOLIDATES. To combine or compress into a single whole.

CONTROLS. To exercise directing or restraining power over; to regulate, curb, or check.

COORDINATES. To cause to act or work together for a common purpose, as in timing, unifying, and integrating work.

DEFENDS. To maintain a position against argument or opposition.

DESIGNATES. To mark out and make known; to indicate; show; specify.

DETERMINES. To come to a decision or conclusion after thought and investigation.

DEVELOPS. To unfold more completely; to evolve the possibilities of.

DIRECTS. To give authoritative orders or instructions; to regulate the activities or course of action.

DISPATCHES. To send off or away; to finish quickly or promptly.

DISSEMINATES. To promulgate widely; to make known or publish officially.

DISTRIBUTES. To divide among several or many; to deal out; to allot.

ENSURES. To make certain; to guarantee.

ESTABLISHES. To make stable or firm; to fix; to found; to gain recognition or acceptance of.

EVALUATES. To appraise or judge with respect to worth, preparatory to recommending, or initiating action.

EXECUTES. To follow out or through to the end; to complete; effect; perform.

EXERCISES. To set in motion or practice; to perform; to set in action.

EXPEDITES. To accelerate the progress of; to execute with dispatch.

FACILITATES. To make easy or less difficult.

FORMULATES. To reduce to; or express in; to put into a systemized arrangement.

IMPLEMENTS. To carry into effect; fulfill; accomplish.

INITIATES. To introduce or begin action.

INSTITUTES. To set up; originate and establish; initiate.

ISSUES. To send or give out officially. (Used in the sense of policy, procedures, or announcing a decision. Not to be used in place of distribute.)

MAINTAINS. To continue or persevere in; to carry on; to keep possession of; to hold or keep in a particular state or condition.

MANAGES. To direct, plan, develop, organize, guide, coordinate, and control all aspects of execution and all resources available to achieve objectives. To administer in the broadest sense of overall control. (This verb implies responsibility for all aspects of an operation or activity.)

MONITORS. To oversee for accuracy, faults, or weaknesses. (Not to be used in the sense of supervision. Implies no responsibility except to be aware of what is happening and to raise cautions to those responsible for the activities.)

OPERATING CONTROL. Authority to assign tasks, designate objectives, and staff supervise their execution. Excludes administrative matters such as personnel matters, supply, services, discipline, internal organization, training, and other such matters not included in the operational mission of the subordinate activity.

ORGANIZES. To arrange in systematic fashion; to bring into being.

PARTICIPATES. To act in common with others; to share; to partake.

PERFORMS. To put into effect; to carry out; to accomplish; to fulfill.

PREPARES. To adapt or qualify beforehand for a particular purpose or condition; to make ready.

PRESCRIBES. To lay down as a rule of action.

PROCESSES. To perform progressive action or a series of acts to attain a specific objective.

PROVIDES. To supply for use; to furnish; to make available.

RECOMMENDS. To offer or bring forward as meriting consideration, acceptance, or adoption. (Used in connection with a course of action or procedure.)

REVIEWS. To examine again; to go over or examine deliberately.

SCHEDULES. To appoint, assign, or designate to do or receive something at a fixed time.

SELECTS. To take by preference from among others; to pick out.

SERVES (AS). To discharge the duties of (an office, position, etc.)

STAFF SUPERVISES. To advise subordinates of the Commander's plans and policies, assist in carrying them out, determine the extent to which they are being followed, and advise the Commander thereof.

STUDIES. To acquire knowledge by systematic investigation of a subject.

SUPERVISES. To direct personally. (Indicates personally superintending or overseeing action.)

SUPPORTS. To uphold; give approval to; aid.

TECHNICAL CONTROL. To provide direction of work operations.

VERIFIES. To prove to be true; to check or test the accuracy of; to confirm.

SECTION II. ACRONYMS

AAE. Army Acquisition Executive
AAFCWF. Army/Air Force Civilian Welfare Fund
AAFES. Army/Air Force Exchange System
ABCA. American, British, Canadian, and Australian
ACEB. Army Clothing and Equipment Board
ACES. Army Continuing Education System
ACS. Army Community Services
ADAPCP. Alcohol and Drug Abuse Prevention and Control Program
ADCS. Assistant Deputy Chief of Staff
ADCSDEA. Assistant Deputy Chief of Staff for Development, Engineering, and Acquisition
ADCSINT-C. Assistant Deputy Chief of Staff for Counterintelligence
ADCSINT-F. Assistant Deputy Chief of Staff for Foreign Intelligence
ADCSINT-P. Assistant Deputy Chief of Staff for Special Programs
ADDS. Army DEIS Data Entry System
ADEA. Army Development and Employment Agency
ADP. Automated Data Processing
ADPE. Automated Data Processing Equipment
ADPSSO. Automated Data Processing System Security Officer
AERB. Army Education Review Board
AF. Air Force
AFARS. Army Federal Acquisition Regulation Supplement
AFH. Army Family Housing
AFT. Annual Financial Targets
AFV. Armored Family of Vehicles
AFVTF. Armored Family of Vehicles Task Force
AGARD. Advisory Group for Aerospace Research and Development
AGVOL II. Army Guidance Volume II
AIF. Army Industrial Fund
AIM. Acquisition Information Management
AIMP. Acquisition Information Management Program
AIS. Automated Information System
ALMC. Army Logistics Management College
ALRPG. Army Long-Range Planning Guidance
ALSB. AMC Logistics Sustaining Base
ALSE. Aviation Life Support Equipment
AMC. U.S. Army Materiel Command
AMCCOM. U.S. Army Armament, Munitions, and Chemical Command

AMCG. AMC Guidance
AMCLOG. AMC Logistics
AMCMAA. AMC Logistics Mission Area Analysis
AMCOC. AMC Operations Center
AMC-P. AMC Pamphlet
AMC-R. AMC Regulation
AMC-SA. AMC Support Activity
AMEC. Army Management Engineering College
AMHA. Army Management Headquarters Activity
AMIC. Acquisition Materiel Improvement Committee
AMIM. Army Modernization Information Memorandum
AMMS. Acquisition Management Milestone System
AMP. Army Materiel Plan
AMRs. Acquisition Management Reviews
AMS. Army Management Structure
AMSAA. Army Materiel Systems Analysis Activity
AMSRC. Acquisition Management Systems Review Committee
AMTAS. Army Modernization Training Automation System
AOAP. Army Oil Analysis Program
AODMOD. Area-Oriented Depot Modernization
AP. Acquisition Plan
APARS. Appropriation Management and Reporting System
APESO. Army Product Engineering Services Office
APS. Army Planning System
AR. Army Regulation
ARNG. Army National Guard
ARRADCOM. U.S. Army Armament Research and Development Command
ARRS. Army Readiness Reporting System
ASA. Assistant Secretary of the Army
ASAP. Army Streamlined Acquisition Process
ASARC. Army Systems Acquisition Review Council
ASA(RDA). Assistant Secretary of the Army for Research, Development, and Acquisition
ASBCA. Armed Services Board of Contract Appeals
ASCC. Air Standardization Coordinating Committee
ASD. Application System Developer
ASE. Aviation Support Equipment
ASF. Army Stock Fund
ASL. Authorized Stockage List
ASP. Army Suggestion Program
ATE. Automatic Test Equipment
AVRADCOM. U.S. Army Aviation Research and Development Command
AVSCOM. U.S. Aviation Systems Command

A3. Armor/Anti-Armor
BASOPS. Base Operations
BCE. Baseline Cost Estimates
BCR. Battlefield Communications Review
BDP. Battlefield Deficiency Plan
BFA. Battlefield Functional Area
BIDE. Basic Identity Data Elements
BNCOC. Basic Non-Commissioned Officer Course
BOIP. Basis of Issue Plans
BPRR. Budget and Program Resource Review
BRDC. U.S. Army Belvoir Research and Development Center
C&A. Contracting and Acquisition
CA. Commercial Activities
CAC. Combined Arms Center
CAD. Computer-Aided Design
CAF. Central Accounting Office
CALLS. Command Automated Lessons-Learned System
CALMIS. Calibration Management Information System
CALS. Computer-Aided Logistics System
CAM. Computer-Aided Manufacture
CARSS. Chaplain Automated Religious Support System
CAS3. Combined Arms and Services Staff School
CAT. Computer-Aided Test
CATA. Combined Arms Test Activity
CAWCF. Conventional Ammunition Working Capital Fund
CBS-X. Continuing Balance System - Expanded
CCDR. Contractor Cost Data Reporting
CCPM. Command Career Program Manager
CCSS. Commodity Command Standard System
CDA. Catalog Data Activity
CDS. Child Development Services
CDSA. Central Systems Design Activity
CEE. Civilian Employment Estimate
CEL. Civilian Employment Levels
CELDC. Cost Estimate Control Data Center
CENET. Corps of Engineers National Energy Team
CERCOM. Communications Electronics Materiel Readiness Command
CERL. Construction Engineer Research Laboratory
CFSC. Community Family Support Center
CFSR. Contract Fund Status Report
CG. Commanding General
CGC. Command Grade Ceiling
CI. Command Information

CIDP. Comprehensive Installation Development Plan
CIL. Critical Item List
CIP. Career Intern Program
CLS. Contractor Logistic Support
CLRP. Command Logistics Review Program
CMR. Contract Management Review
CMT. Crisis Management Team
CNWDI. Critical Nuclear Weapons Design Information
COB. Command Operating Budget
COCP. Customer Order Control Point
COE. U.S. Army Corps of Engineers
COEA. Cost and Operational Effectiveness Analysis
COMSEC. Communications Security
CONPLANS. Contingency Plans
CONUS. Continental United States
COR. Contracting Officer's Representative
CORADCOM. U.S. Army Communications Research and Development Command
COSIS. Care of Supplies in Storage
CPC. Corrosion Prevention and Control
CPM. Career Program Manager
CPO. Civilian Personnel Officer
CPR. Cost Performance Reports
CP II. Comptroller Civilian Career Program
CP26. Career Program for Manpower and Force Management
CR. Community Relations
CRM. Computer Resource Management
CRRC. Consolidations, Realignments, Reductions, and Closures
CSDA. Central System Design Activities
C/SCSC. Cost/Schedule Control Systems Criteria
CSM. Command Sergeant Major
C/SSRs. Cost/Schedule Status Reports
CTC. Combat Training Centers
CTED. Civilian Training, Education, and Development
CTMP. CONUS Telephone Modernization Program
C3I. Command, Control, Communications and Intelligence
D&Fs. Determinations and Findings
DA. Department of the Army
DA DOMS. Department of the Army Director of Military Support
DAAS. Defense Automatic Addressing System
DAB. Defense Acquisition Board
DAES. Defense Acquisition Executive Summary
DAMPL. Department of the Army Master Priority List

DAR/FAR. Defense Acquisition Regulation, Federal Acquisition Regulation

DARCOM. U.S. Army Materiel Development and Readiness Command

DCAA. Defense Contract Audit Agency

DCAS. Defense Contract Audit Service

DCGICP. Deputy Commanding General for International Cooperative Programs

DCGMR. Deputy Commanding General for Materiel Readiness

DCGRDA. Deputy Commanding General for Research, Development, and Acquisition

DCS. Deputy Chief of Staff

DCSDEA. Deputy Chief of Staff for Development, Engineering, and Acquisition

DCSEN. Deputy Chief of Staff for Engineering, Housing, and Installation Logistics

DCSIM. Deputy Chief of Staff for Information Management

DCSINT. Deputy Chief of Staff for Intelligence

DCSLOG. Deputy Chief of Staff for Logistics

DCSMP. Deputy Chief of Staff for Management and Productivity

DCSPAE. Deputy Chief of Staff for Program Analysis and Evaluation

DCSPAT. Deputy Chief of Staff for Product Assurance and Testing

DCSPER. Deputy Chief of Staff for Personnel

DCSRE. Deputy Chief of Staff for Readiness

DCSRM. Deputy Chief of Staff for Resource Management

DCSTPM. Deputy Chief of Staff for Technology Planning and Management

DDEP. Defense Development Exchange Program

DDESB. Department of Defense Explosive Safety Board

DDSP. Defense Development Sharing Program

DDRE. Deputy Director for Research and Engineering

DEAs. Data Exchange Annexes

DEDT. Director for Test, Measurement, and Diagnostic Equipment

DEF. Duplicate Emergency Files

DERA. Defense Environmental Restoration Account

DESCOM. U.S. Army Depot System Command

DFARS. Defense Federal Acquisition Regulation Supplement

DFD. Design-for-Discard

DG. Defense Guidance

DI. Data Interchange

DIC. Defense Industrial Cooperation

DIDS. Defense Integrated Data Systems

DLA. Defense Logistics Agency

DLSIE. Defense Logistics Systems Information Exchange

DMATS. Defense Metropolitan Area Telephone Systems
DMET. Defense Management Education Training
DMPE. Depot Maintenance Plant Equipment
DMSMSP. Diminishing Manufacturing Sources and Materials Shortage Program
DNA. Defense Nuclear Agency
DOCMOD. Document Modernization
DOD. Department of Defense
DODAAD. Department of Defense Activity Address Director
DODD. Department of Defense Directive
DODI. Department of Defense Instruction
DODIG. Department of Defense Inspector General
DODSASP. Department of Defense Small Arms Serialization Program
DOE. Department of Energy
DOIM. Director for Information Management
DOJ. Department of Justice
DOL. Department of Labor
DOT. Department of Transportation
DPAS. Defense Priorities and Allocation System
DRB. Defense Resources Board
DRG. Defense Research Group
DRIS. Defense Regional Interservice Support
DSS. Direct Support System
DTC. Design-To-Cost
DTMR. Defense Traffic Management Regulation
DUIC. Derivative Unit Identification Code
EAM. Emergency Action Message
ECAM. Energy Conservation and Management
ECIP. Energy Conservation Investment Program
ECP. Engineering Change Proposals
EDCA. Executive Director for Conventional Ammunition
EDCNM. Executive Director for Chemical and Nuclear Matters
EDP. Enlisted Distribution Plan
EDT. Executive Director of Test, Measurement, and Diagnostic Equipment
EEAP. Energy Engineering Analysis Program
EEO. Equal Employment Opportunity
EEOC. Equal Employment Opportunity Commission
EFAS. Energy Forecasting and Analysis System
EGWF. Essential General War Function
EIR. Equipment Improvement Recommendation
ELSG. Executive Level Steering Group
EMRA. U.S. Army Electronic Materiel Readiness Activity

ENRADOM. Environmental Radiological Monitoring
EO. Equal Opportunity
EOE. Elements of Expense
EOR. Elements of Resource
EOs. Executive Orders
EPA. Environmental Protection Agency
EPPC. Energy Planning and Policy Council
EPR. Energy Program Review
ER. Efficiency Review
ERADCOM. U.S. Army Electronics Research and Development Command
ESCCP. Education Services Civilian Career Program
ESD. Electrostatic Discharge
ESS. Environmental Stress Screening
ETS. European Troop Strength
F&A. Finance and Accounting
FAA. Functional Area Assessment
FABS. Foreign Military Sales Accounting and Billing System
FAD. Funding Authorization Document
FAR. Federal Acquisition Regulation
FCG. Functional Coordinating Group
FDD. Force Development Division
FE. Facilities Engineering
FEAP. Facility Engineer Apprentice Program
FEHB. Federal Employees' Health Benefits
FIA. Force Integration Analysis
FIRMR. Federal Information Resource Management Regulation
FM. Financial Management
FMMP. Force Modernization Master Plan
FMS. Foreign Military Sales
FOIA. Freedom of Information Act
FORSCOM. U.S. Army Forces Command
FSM. Functional Systems Manager
FWG. Functional Working Group
FWP. Federal Women's Program
FYDP. Five-Year Defense Program
FYTP. Five-Year Test Plan
GAO. General Accounting Office
GIDEP. Government/Industry Data Exchange Program
GOA. General Operating Agency
GOCO. Government-owned, Contractor-operated
GOGO. Government-owned, Government-operated
GSA. Government Services Administration

HAZMIN. Hazardous Waste Minimization
HCA. Head of a Contracting Activity
HEP. Hispanic Employment Program
HISA. Headquarters Installation and Support Activity
HIV. Human Immune Deficiency Virus
HMMWV. High Mobility Multi-Purpose Wheeled Vehicle
HQ. Headquarters
HQ AMC. Headquarters, U.S. Army Materiel Command
HQ ARNG. Headquarters, U.S. Army National Guard
HQDA. Headquarters, Department of the Army
HSC. U.S. Army Health Services Command
IDA. Initial Denial Authority
IDS. Intermediate Direct Support
IEA. U.S. Army Industrial Engineering Activity
IEU. Industrial Energy Users
IEW. Intelligence and Electronic Warfare
IF. Interfund
IG. Inspector General
IGS. Intermediate General Support
ILS. Integrated Logistics Support
IMA. Individual Mobilization Augmentee
IMET. International Military Education and Training
IMIP. Industrial Modernization Incentive Program
IMMP. Information Management Master Plan
IMP. Information Management Plan
IP. Intellectual Property
IPP. Industrial Preparedness Planning
IPPL. Industrial Preparedness Planning List
IPR. In-Process Review
IR. Installation Restoration
I&SA. AMC Installations and Services Activity
ISC. U.S. Army Information Systems Command
ISP. Information System Planning
ISSA. Intra-Service Support Agreements
IV&V. Independent Verification and Validation
J&As. Justifications and Approvals
JAG. Judge Advocate General
JANNAF. Joint Army-Navy National Aeronautic and Space Administration Air Force
JCS. Joint Chiefs of Staff
JGQI. Joint Logistics Commanders Group on Quality Improvement
JLC. Joint Logistics Commanders
JOC. Job Order Contract

JOCOTAS. Joint Committee on Tactical Shelters
JOPS. Joint Operational Planning System
JPIWG. Joint Physical Inventory Working Group
JPCG. Joint Policy Coordination Group
JRS. Joint Reporting Structure
JSPS. Joint Strategic Planning System
JTCG. Joint Task Coordination Group
JUMPS. Joint Uniform Military Pay System
LABCOM. U.S. Army Laboratory Command
LAO. Logistics Assistance Offices
LCA. Logistics Control Activity
LCSEC. Life Cycle Software Engineering Center
LEA. Logistics Evaluation Agency
LIC. Low-Intensity Conflict
LIF. Layaway of Industrial Fund
LOGAMP. Logistics and Acquisition Management Program
LOGMARS. Logistics Applications of Marking and Reading Symbology
LOGPARS. Logistic Planning and Requirements Simplification System
LOGPLANs. Logistics Support Plans
LOI. Letter of Instruction
LON. Letter of Notification
LP&P. Logistics Policies and Procedures
LRC. Learning Resource Center
LRRDAP. Long-Range Research, Development, and Acquisition Plan
LRSS. Long-Range Stationing Study
LSA. Logistic Support Analysis
LSAP. Limited Special Access Programs
LSAR. Logistic Support Analysis Record
LSPR. Logistics Systems Program Review
LSR. Logistics Status Review
LSRC. Logistics Systems Review Committee
MAA. Mission Area Analysis
MACI. Military Adaptation of Commercial Items
MACOM. Major Command
MADP. Mission Area Development Plan
MAISRC. Major Automated Information System Review Council
MAIST. Mission Area Integration Support Team
MAIT. Mission Area Integration Team
MAM. Materiel Acquisition Manager
MAMP. Mission Area Materiel Plan
MANPRINT. Manpower and Personnel Integration
MAP/GA. Military Assistance Program/Grant Aid

MARVS. Materiel Acquisition Requirements and Validation System
MASM. Mission Area Staff Manager
MATTS. Management of Targets and Threat Simulators
MC. Materiel Changes
MCA. Military Construction, Army
MCM. Materiel Change Management
MCRS. Materiel Change Report System
MDP. Management Decision Package
MFA. Materiel Fielding Agreement
MFP. Materiel Fielding Plan
MICOM. U.S. Army Missle Command
MIDA. Major Item Data Agency
MIDP. Missile Items Distribution Plan
MILPC-25. Military Personnel Center
MILPO. Military Personnel Operations
MILSCAP. Military Standard Contract Administration Procedures
MILSTAMP. Military Standard Transportation and Movement Procedures
MILSTEP. Military Standard Supply and Transportation Evaluation Procedures
MILSTRIP. Military Standard Requisitioning and Issue Procedures
MIP. Model Installation Program
MIRADCOM. U.S. Army Missile Research and Development Command
MISM. Major Item System Mapping
MITLA. Microcircuitry Technology in Logistics Applications
MMCA. Minor Military Construction, Army
MMT. Manufacturing Methods and Technology
MOA. Memorandum of Agreement
MOBAUG. Mobilization Augmentee
MOBPLANs. Mobilization Plans
MOBREM. Mobilization Requirememts Model
MOBREPS. Mobilization Requirements and Planning System
MOBTDA. Mobilization Table of Distribution and Allowance
MOC. Management of Change
MOS. Military Occupational Specialty
MOU. Memorandum of Understanding
MR. Media Relations
MRIS. Modernization Resource Information Submission
MRL. Materiel Requirements List
MRSA. Materiel Readiness Support Activity
MS. Methods and Standards
MS3. Manpower Staffing/Standards System
MSP. Mission Support Plan

MTDA. Mobilization Table of Distribution and Allowance
MTOE. Mobilization Table of Organization and Equipment
MTP. Materiel Transfer Plans
MUL. Master Urgency List
MWO. Modification Work Order
MWR. Morale, Welfare, and Recreation
NAFI. Non-Appropriated Fund Instrumentality
NAMSA. NATO Maintenance and Supply Agency
NARADCOM. U.S. Army Natick Research and Development Command
NATO. North Atlantic Treaty Organization
NBC. Nuclear, Biological, and Chemical
NCO. Non-commissioned Officer
NCR. National Capital Region
NDE. Nondestructive Evaluation
NDI. Non-developmental Items
NET. New Equipment Training
NGB. National Guard Bureau
NICP. National Inventory Control Points
NLABS. U.S. Army Natick Laboratories
NMP. National Maintenance Points
NRC. Nuclear Regulatory Commission
NRDEC. U.S. Army Natick Research, Development, and Engineering Center
NSTD. Non-System Training Devices
O&S. Operating and Support
OASA. Office of the Assistant Secretary of the Army
OBCE. Operational Baseline Cost Estimate
OCE. Office of the Chief of Engineers
OCONUS. Outside Continental United States
ODCSLOG. Office of Chief of Staff for Logistics
ODCSOPS. Office of Chief of Staff for Operations
ODISC4. Office, Director of Information Systems for Command, Communications and Computers
ODP. Officer Distribution Plan
OEO. Office of Equal Opportunity
OER. Officer Efficiency Ratings
OF. Optional Form
OMA. Operations and Maintenance, Army
OMAR. Operations and Maintenance, Army Reserve
OMB. Office of Management and Budget
OPA. Other Procurements, Army
OPA1. Other Procurements, Army, Budget Activity 1
OPA2. Other Procurements, Army, Budget Activity 2
OPA3. Other Procurements, Army, Budget Activity 3

OPPLANs. Operation Plans
OSD. Office of the Secretary of Defense
OTEA. Operational Test and Evaluation Agency
OWR. Other War Reserves
PA. Public Affairs
PAA. Procurement Appropriation, Army
PA-2. Program Appropriation - Secondary
PADDS. Procurement Automated Data and Document System
PAECT. Pollution Abatement and Enviromental Control Technology
PAFS. Predictive Analysis Flagging System
PAM. Priorities and Allocations Manual
PAMUPS. Procurement Automated Manpower Utilization and Projection System
PARR. Program Analysis Resource Review
PBAS. Program Budget and Accounting System
PBC. Program Budget Committee
PBD. Program Budget Decisions
PBG. Program Budget Guidance
PBS. Production Base Support
PCI. Productivity Capital Investment
PCR. Program Change Report
PCS. Permanent Change of Station
PDB-I. Project Development Brochures Part I
PDIP. Program Development Increment Package
PE. Program Element
PECIP. Productivity Enhancing Capital Investment Program
PEO. Program Executive Officer
PEP. Producibility Engineering and Planning
PERMAST. Personnel Management Assistant Team
P-FORMS. Procurement Appropriation Exhibits
PIF. Productivity Investment Fund
PIP. Product Improvement Proposal
PLDC. Primary Leadership Development Course
PLL. Prescribed Load List
PM. Program/Project/Product Manager
PMS. Performance Management System
PMRS. Performance Management and Recognition System
PM-SANG. Program Manager for Saudi Arabian National Guard
PM-TMDE. Program Manager for Test, Measurement, and Diagnostic Equipment
POC. Point of Contact
POL. Petroleum, Oils, and Lubricants
POI. Programs of Instruction
PO-LIC. Program Office for Low-Intensity Conflict

POM. Program Objective Memorandum
PPBES. Planning, Programming, Budgeting, and Execution System
PPR. Procurement Program Review
PRAM. Preliminary Report of Aircraft Mishap
PRIMIRS. Product Improvement Management Information Report System
PRIMOB. Primary Mobilization
PRP. Personnel Reliability Program
PSR. Program Summary Report
PWR. Prepositioned War Reserves
P2MC. Preplanned Materiel Changes
P3I. Preplanned Product Improvement
QASAS. Quality Assurance Specialty (Ammunition Surveillance)
QQPRI. Qualitative and Quantitative Personnel Requirements Information
Q&RE. Quality and Reliability Engineering
QRIP. Quick Return on Investment Program
QRT. Quick Reaction Team
QSTAGS. Quadripartite Standardization Agreements
R&A. Review and Analysis
R&D. Research and Development
RAC. Resource Allocation Committee
RAM. Reliability, Availability, and Maintainability
RAM-D. Reliability, Availability Maintainability-Durability
RAPs. Remedial Action Projects
RC. Reserve Component
RCM. Reliability Centered Maintenance
RCMOD. Reserve Component/Modernization
RCPC. Reserve Components Policy Council
RCS. Report Control Symbol
RDEC. Research, Development, and Engineering Center
RDTE. Research Development, Test, and Evaluation
RECAPs. Review Command Assessment of Projects
RESHAPE. Resource Self-Help Affordability Planning Effort
RIDB. Readiness Integrated Data Base
RIF. Reduction-In-Force
RMES. Resource Management Evaluation Survey
RMEW. Resource Management Executive Workshop
RMSRC. Resource Management Systems Review Committee
RODs. Reports of Discrepancy
ROTC. Reserve Officer Training Corporation
RPMA. Real Property Maintenance Activities
RSI. Rationalization, Standardization, and Interoperability

RSP. Resource Strategy Proponent
SA. Security Assistance
SAACONS. Standard Army Automated Contracting System
SABL. Standard Automated Bidders List
SADBU. Small and Disadvantaged Business Utilization
SAIM. Selected Acquisition Information and Management
SAIP. Spares Acquisition Integrated with Production
SAMS. Standard Army Maintenance System
SAP. Special Access Programs
SAPOC. Special Access Program Oversight Committee
SAR. Selected Acquisition Report
SARD. Secretary of the Army for Research, Development, and Acquisition
SC. Specialty Code
SCR. System Change Request
SDAF. Special Defense Acquisition Fund
SDC. Sample Data Collection
SDO. Staff Duty Officer
SDS. Standard Depot System
SEMA. Special Electronic Mission Aircraft
SEP. Scientist and Engineer Exchange Program
SES. Senior Executive Service
SEUP. System Evaluation/Upgrade Plan
SGM. Sergeant Major
SGS. Secretary of the General Staff
SIB. Standard Interface Branch
SICCs. Service Item Control Centers
SIDPERS. Standard Installation/Division Personnel System
SIMOS. Space Imbalanced Military Occupational Specialty
SITC. Single Integrated Test Cycle
SITREP. Situation Reports
SKOs. Sets, Kits, and Outfits
SLAC. Support List Allowances
SLRP. Strategic Long-Range Plan
SMA. Subject Matter Assessment
SMIP. Spare Parts Management Improvement Program
SOA. Special Operating Agency
SOCAD. Service Member Opportunity Colleges Associates Degree
SOF. Special Operations Forces
SPRINT. Spare Parts Review Initiatives
SPSA. Special Projects Support Activity
SQA. Software Quality Assurance
SRA. Separate Reporting Activity

SRC. Systems Review Committee
SRP. Stockpile Reliability Program
SSA. Service Support Activity
SSN. Standard Study Numbering
ST. Scientific/Technical
STANAG. NATO Standardization Agreement
S&TF. Systems and Technology Forum
STU. Secure Telephone Unit
SUBMACOM. Major Subordinate Commands
TAA. Total Army Analysis
TAADS. The Army Authorization Documents System
TAEDP. The Army Equipment Distribution Plan
TAP. The Army Plan
TAPA. Total Army Personnel Agency
TARA. Total Army Materiel Command Resources Analysis
TARADCOM. U.S. Tank-Automotive Research and Development Command
TB. Technical Bulletin
TBO. Transactions By Other
TCC. Technological Cooperation Committee
TCP. Training Career Program
TDA. Table of Distribution and Allowances
TDRS. Transportation Discrepancies in Shipments
TDY. Temporary Duty
T&E. Test and Evaluation
TECOM. U.S. Army Test and Evaluation Command
TECRAS. Technical Reconnaisance and Surveillance
TEMP. Test and Evaluation Master Plan
TEP. Technical Enrichment Program
TEXCOM. U.S. Army Test and Experimentation Command
TFO. Transactions for Other
TISA. Troop Issue Subsistence Activity
TM. Technical Manual
TMDE. Test, Measurement, and Diagnostic Equipment
TPS. Test Program Sets
TRACE. Total Risk Assessing Cost Estimates
TRADOC. U.S. Army Training and Doctrine Command
TS. Top Secret
TSARC. Test Schedule and Review Committee
TSARCOM. U.S. Army Troop Support and Aviation Materiel Readiness Command
TTCP. Technical Cooperation Program
TWI. Training with Industry
TWIG. Test Working Integration Groups
UCR. Unit Cost Report

UIC. Unit Identification Code
UICIO. Unit Identification Code Information Officer
UMMCA. Unspecified Minor Military Construction, Army
UMT. Unit Ministry Team
UNITREP. Unit Status and Identity Reporting System
USAAA. U.S. Army Audit Agency
USACTA. U.S. Army Central TMDE Activity
USADACS. U.S. Army Defense Ammunition Center and School
USAFAC. U.S. Army Finance and Accounting Center
USAR. U.S. Army Reserve
USAREUR. U.S. Army-Europe
USATHAMA. U.S. Army Toxic and Hazardous Materiels Agency
USATSG. U.S. Army TMDE Support Group
USC. U.S. Code
USCINCUSAREUR. Commander-in-Chief, United States Army, Europe
USMAPS. U.S. Army Military Academy Preparation School
USMC. U.S. Marine Corps
USSOUTHCOM. United States Southern Command
USTRANSCOM. U.S. Army Transportation Command
UTABBS. Unit Status and Identity Reporting System/The Army Authorization Documents System Automated Bulletin Board
VE. Value Engineering
WARSL. War Reserve Stockage List Army
WORCS. Working Ordering and Reporting Communication System
WRS. War Reserve Stockage
WRSA. War Reserves for Allies
WSMP. Weapon System Management Action Plan
WTCV. Weapons and Tracked Combat Vehicles
WWMCCS. Worldwide Military Command and Control System
WY. Workyears
1SGT. First Sergeant

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